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**120 GRADUATED EXERCISES
IN BOOKKEEPING**

120 GRADUATED EXERCISES IN BOOKKEEPING

(DOUBLE- AND SINGLE-ENTRY)

PARTNERSHIP, MANUFACTURING
AND DEPARTMENTAL ACCOUNTS

BY

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FOREWORD TO TEACHERS AND STUDENTS

AS TO

METHOD OF INSTRUCTION

" Everything must have a source or cause."—MORSE COLE.

THIS book contains a series of graduated groups of exercises, arranged so as to outline a method of instruction, which the author and other instructors in Bookkeeping and Accounting have found very successful. At the same time, the groups can be taken in any other order, following some other method, as the teacher thinks fit. The book is not a text book, but is intended to be used with one, and it can be used in connection with any text book on the subject. For Bookkeeping alone an instructor could use the book without a text book.

The writer follows the usual practice in giving instruction in Double-entry Bookkeeping. He first teaches fundamental principles and their application, and from these develops the students' methods of thought and knowledge of the subject. He commences by defining a Ledger Account, and teaching the main underlying principle of Double-entry Bookkeeping, as given at the close of this preface. He shows the effect of the debiting and crediting of Ledger Accounts, Trial Balances being produced at the close of each exercise, from the first stage to the last. The next stage is to show the necessity of a book of original entry to record events as soon as they occur, and that it is convenient to record them in such a manner that the accounts to be debited and credited are clearly shown. At the commencement of this stage every transaction is recorded in the General Journal, and from there entered or posted into the Ledger. The next stage is to segregate the first record of each cash transaction into a special book, the Cash Book, the remainder of the original entries being written in the General Journal. Later on, sales are segregated to the Sales Journal, and purchases to the Purchases Journal, the remaining original entries being written in the General Journal. The Cash Book also is developed by stages, the first being the addition of columns to record cash discount, and

the next columns to record bank transactions. Two rulings for the Cash Book are taught : one where all cash and cheques received are banked daily, and where all payments over a certain figure are made by cheque, all payments below that figure being made out of petty cash ; the other, where sums of money are retained in the office and used for large payments. Suggested rulings for the various books are given on pages 25-58. If the student is drilled in the use of Cash Books Nos. 3 and 5, and later 4 and 6, he will readily understand how a more elaborate Cash Book can be developed by a subdivision of the columns as indicated in the ruling No. 9. Similarly, if the student understands the use of the columnar or departmental Sales or Purchase Journal, he will understand the use of the Voucher Register.

Later on, the Ledger Accounts are divided into three groups and kept in three separate Ledgers : Accounts Receivable or Trade Debtors, Accounts Payable or Trade Creditors, and the remainder, which are kept in the General Ledger. The necessity for Control or Total Accounts is then made obvious, and they are introduced, additional columns being added first to the Cash Book, and later to the General Journal for this purpose.

As this instruction is given, other features also are introduced, such as the following : Accrued Interest, Bad Debts, Consignments, Bills of Exchange, Imprest System for Petty Cash, Depreciation, Reserves for Discounts, Freight on Purchases and Sales, Departmental Sales and Purchases Journals, the preparation of Trading and Profit and Loss Statements, and Balance Sheets, and so on.

This gives a general idea of the writer's plan of instruction.

According to the author's experience students are best able to understand Single-entry as the Double-entry System with certain sections omitted, the usual books omitted being as follows : General Purchases and Sales Journals ; Trade Creditors and General Ledgers.

Double-entry being understood, the use of the Working Sheet is then explained. This is followed by Partnership Problems, most of which are worked from a Trial Balance. These are followed later by problems in Manufacturing and Departmental Accounting.

The problems given are intended to cover the principal things incidental to Partnerships, Manufacturing, and Departmental

Accounts. There are other smaller matters, for which the teacher can readily invent small examples and problems. Further, it is thought that if, in the teaching of Double-entry Bookkeeping, principles are thoroughly inculcated into a student, and he is taught how to apply them, he will be able to deal with the minor problems that arise by thinking out the solutions for himself.

The writer believes that practice makes for perfection, and accordingly gives his students a number of exercises to work out for each of the majority of the stages of instruction. These are varied in number as the writer has seen it desirable. Teachers using the book can reduce them, or alter the order of the groups, as they think best.

The special features dealt with in each group of exercises are given at its commencement, as well as in the table of exercises.

Up to the close of group R, all groups contain features which have been introduced in previous groups. Without having an overload of detail, it would be impossible to list all the features of each group. The Index, however, indicates the exercises which contain the different features.

By changing the dollar sign to that for pounds, rupees, etc., these exercises can be used wherever the English language is in use. It is submitted that accounting principles can be taught as well with the use simply of pounds, as they can by the addition of shillings and pence.

The writer believes that every person in business should understand Accounting and Finance, and that no one can properly understand Accounting without knowing the bookkeeping machinery which produces the financial statements that everyone ought to understand. Accordingly, he hopes that this book of Graduated Exercises will be a thing of usefulness to many, not only in Canada, but in the Mother-Country, the Dominions, India, the Colonies, and the United States.

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PRINCIPLES AND DEFINITIONS OF THE FOUNDATIONS OF ACCOUNTING

Ledger Account.

A LEDGER Account is a separate record of all the transactions of a concern with one person, or in one class of thing, or in one class of expense, or in one class of income.

Double-entry Bookkeeping.

"Every transaction that can be recorded in terms of account has two aspects: the one involving the receiving of a benefit by one account (or accounts) and the other the yielding of that benefit by another account (or accounts). The account that receives the benefit is debited, the account that yields the benefit is credited; and so one gets, as a result, a debit for every credit."—SPICER and PEGLER.

| DEBIT | CREDIT |
|---------------------------------------|--|
| IN | OUT |
| Increases of Assets. | Decreases of Assets. |
| Decreases of Liabilities. | Increases of Liabilities. |
| Expenses. | Sources of increases in Assets, such as Profits and Income Accounts. |
| Decreases in Interest of Proprietors. | Increases in Interest of Proprietors. |

Capital Account.

A Capital Account shows the permanent investment of an owner of a concern in that concern. It shows a permanent liability of the concern to that owner.

Fixed Assets (also Property or Capital Assets).

Fixed Assets are those of a permanent nature by means of which the business is carried on, and which are held for the purpose of earning income and not for the purpose of sale or consumption. Fixed Assets are valued at cost less adequate depreciation.

Examples : Furniture, Equipment, Machinery, Buildings, Land, Steamships, Rolling Stock, Goodwill.

Current Assets (also Floating, Liquid, and Circulating Assets),

Current Assets are those in which the business deals, and which are acquired for the purpose of sale. They show the Current Capital passing through various forms until it is reconverted into cash. They are those which are used to meet current liabilities and to pay expenses. They are those which are acquired to be consumed as expenses in the carrying on of the business.

Current Assets are valued at cost or current market purchase price, whichever is lower.

Current Quick and Working Assets.

Current Assets may be subdivided into—

Quick : Those which are cash, represent obligations to pay cash to the concern, or which can be readily turned into cash without serious loss.

Examples : Cash in Bank, Accounts Receivable or Trade Debtors, Bills and Notes Receivable, Temporary and Readily Marketable Investments.

Working : Those which are current but do not come into the category of Current Quick Assets.

Examples : Inventories of Raw Materials, Work-in-Process, Finished Goods, General Factory Supplies ; or Stocks-in-Trade.

Current Liabilities.

Current Liabilities are those which must be met within a year or less.

NOTE. This rule must not be interpreted strictly : circumstances can quite easily require a liability, not to be settled within one year, to be included in the Current Group.

Examples : Accounts Payable or Trade Creditors, Bills and Notes Payable, Accrued Expenses in Suspense.

Fixed Liabilities.

Fixed Liabilities are those which can run for more than a year.
See note to Current.

Examples : Bonds, Debentures, Long-term Loans.

Capital Cash Receipts.

Capital Cash Receipts include all cash which is received by the business, for the purpose of acquiring those Current and Fixed Assets, by which it is to be carried on.

They also include the proceeds of the sale of a Fixed Asset.

If the Fixed Asset is sold at a profit, it is a Capital Profit. If it is sold at a loss it is a Capital Loss. It is understood that in the past the full loss in value of the asset, called depreciation, has been charged out as Revenue Expenditure.

Examples : Owners' Capital, Proceeds of an Issue of Bonds, Proceeds of Sale of Discarded Machinery.

Revenue Cash Receipts.

Revenue Cash Receipts include all cash received in the processes of the working of the business, and all cash received from investments outside the business.

Examples : Cash Collections of Debts, Cash Sales of Goods, Cash Receipts for Services Rendered, Dividends from Investments held.

Capital Expenditure.

Capital Expenditure is that—

(1) Which is incurred for the purpose of creating or acquiring the Fixed Assets by means of which the business is to be carried on ; and

(2) That expenditure on Fixed Assets, which is incurred for the purpose of increasing the earning capacity of the business.

Examples : (1) Purchase of a Factory.

(2) Expenditure on Improvements to the Factory.

Revenue Expenditure.

Revenue Expenditure is that which is incurred for the purpose of

(1) Carrying on the business ; and

(2) Maintaining the Fixed Assets in a state of working efficiency.

Examples : (1) Office Salaries, Rent, Depreciation of Fixed Assets.

(2) Repairs and Renewals to Machinery.

Direct Material (Manufacturing Accounts).

The Direct Material charge includes the cost of all materials which are fashioned into, and absorbed into the finished product.

Direct Labour (Manufacturing Accounts).

Direct Labour is that which is applied to the direct material, whilst it is in process of being fashioned into the finished product. It does not include labour handling the direct material before it goes into process, or when passing from one process to another.

Direct Manufacturing Expense.

Direct Manufacturing Expense includes all expenses which can be charged, without apportionment by estimate, directly to a particular job, article, or contract, or to a particular process. It will include expenses, which have to be apportioned between jobs articles, contracts, or processes, but the apportionments of which can be measured exactly.

| | | | | |
|---|---|----------|---|---|
| Prime Cost of Finished Goods or Finished Jobs or Contracts | } | Includes | { | Direct Material, Direct Labour, Direct Expense. |
|---|---|----------|---|---|

Factory Overhead Expense.

| | | |
|---|---|---|
| Also referred to as : Factory Indirect Expense, General Manufacturing Expense, General Factory Expense, Factory Burden, Factory Oncost, etc. | } | Includes all other expenses of the Factory in operation. |
|---|---|---|

Factory Overhead : Variable or Standing Charges.

Factory Overhead Charges can be divided broadly into two main groups—

VARIABLE. Those which vary with production.

Examples : Indirect Labour handling material in the factory.
Factory General Supplies consumed.

STANDING. Those which normally will not vary with production : usually they will vary, but, as a rule, not according to the amount of work done in the factory.

Examples : Fire Insurance of Machinery, Depreciation of Buildings, Rent, Salaries and Wages of Factory Manager and Factory Clerks.

Finished Goods.

Cost of Finished Goods includes all charges and expenses necessary to bring them into a condition ready for sale at the door of the Finished Goods Warehouse. As soon as they are in this Warehouse, all remaining charges and expenses belong to revenue and should be written off to Profit and Loss Account for the period under review.

Gross Profit.

Gross Profit is the difference between the proceeds of the sale of goods, and the cost of acquisition of those goods. All expenses and charges incurred in making the sales and in collecting the proceeds are charged later.

NOTE. Proceeds of Sale will include Total Cash Sales, and, shown as a separate figure, Gross Credit Sales less Returns Inwards, Allowances to Customers for Damaged Goods, Freight, and other Charges covered by an increase in Selling Prices made specifically to cover that Freight, etc.

Net Profit.

Net Profit consists of the remains of the Gross Profit after it has been charged with all waste, loss and expenditure both of fixed and circulating assets, incidental to the process of carrying on the business during the period under review.

Examples : Warehousing Expenses, Selling Expenses, Delivery Expenses which have not been covered by a specific increase in a selling price, Administrative Expenses, Depreciation of Office Equipment and Buildings, Financial Charges such as Cash Discounts allowed customers, Bank Charges, and Bad Debt Charges.

NOTE. For a further elaboration, see the suggested scheme for the subdivision of Periodical Financial Statements.

Revenue Expenditure and Losses.

An Expense is a debit and records a service rendered to the business, the corresponding credit showing a payment made or a liability incurred.

If the service rendered has been of value only to the period under review, it must be written off to " Profit and Loss Account " for that period.

If the service rendered is of value over two or more periods, it must be apportioned over those periods, in proportion to the values of the service rendered to each period.

Examples : Salaries, Insurance, Rent.

Assets consumed during a period must be written off to " Profit and Loss Account " for that period. The balance unconsumed remains as an asset for the Balance Sheet.

Examples : Coal, General Factory Supplies.

A wastage made during a period must be written off to " Profit and Loss Account " for that period. If it cannot be measured exactly, it must be estimated. The asset may be written down, or a reserve set up.

Examples : (Dr.) Depreciation of Machinery. (Cr.) Reserve for Depreciation of Machinery.

Losses, such as " Bad Debts," made during a period, must be written off to " Profit and Loss Account " for that period. If the loss is certain to have been made, but cannot be located, an estimated reserve must be made, and a corresponding charge made to " Profit and Loss Account."

Examples : (Debits) Bad Debts, Cash Discounts to Customers. (Credits) Reserve for Bad Debts, Reserve for Cash Discounts.

NOTE. *Capital Losses :* Treatment of these is not covered by problems in this book.

Trial Balance.

A Trial Balance is a list, debits and credits in separate columns, of the balances of a complete group of Ledger Accounts, after the posting to both sides is complete. The two totals should agree. A Trial Balance can be taken at any time, provided that the posting to both sides is complete up to a definite point.

Trading and Profit and Loss.

The Trading and Profit and Loss Accounts of a business are intended to show its trading and financial history for a certain period of time.

Balance Sheet.

The Balance Sheet is intended to show the financial condition of a business at the end of that period of time.

A Balance Sheet is a classified summary of the balances remaining in a set of Ledger Accounts after those relating to profit and loss have been collected into one special account, generally called the "Profit and Loss Account," and including the balance on that account, so arranged as to show the assets and debit balances upon one side, and the liabilities and credit balances on the other. On occasion (a) certain debits are shown as deductions from credits, and (b) certain credits are shown as deductions from debits.

Examples :

| | | | | |
|--|---|---|-----------|-----------|
| (a) (Credit) <i>Capital Stock Issued and Paid up</i> | . | . | \$500,000 | |
| Less (Debit) <i>Treasury (Donated) Stock</i> | . | . | 100,000 | |
| | | | <hr/> | \$400,000 |
| (b) (Debit) <i>Factory Buildings</i> | . | . | \$50,000 | |
| Less (Credit) <i>Reserve for Depreciation</i> | . | . | 10,000 | |
| | | | <hr/> | \$40,000 |

A Balance Sheet should show, as a memorandum or otherwise, the total Contingent Liabilities.

Proprietorship or Net Worth.

Proprietorship or Net Worth is the excess of Assets of a concern over its Liabilities to the outside world and Liabilities to Owners for advances as distinct from Capital. It is made up of Capital, Appropriated Surplus, and Unappropriated Surplus, less any Losses not written off.

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| Serial Letter | SPECIAL FEATURES | Exercises Numbered |
|---------------|---|--------------------|
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GENERAL NOTES FOR GUIDANCE

1. *Completion of Exercises.* No exercise in this book, which contains Ledger Accounts, is complete until the accounts have been properly closed off, and the balances brought down ready for the next period.

2. *Credit Sales and Purchases.* Throughout this book all sales and purchases are on credit, unless expressly stated otherwise.

3. *"Cash" and "Trade" Discount.* Whenever the term "Discount" is used in these exercises "Cash Discount" is referred to, and not "Trade Discount." "Cash Discounts" are deductions made from an account due for the sake of obtaining an early cash settlement. It is assumed that "Trade Discounts" have been deducted from the Invoices before their totals have been recorded in the Journals. "Trade Discount" is a means of adjusting all of the prices in an extensive catalogue or price-list, whenever a change is necessitated by a rise or fall in a market. The rate of "Trade Discount" will vary according to the class of article and quantity purchased. Again, there will be a different rate for each class of trade, wholesale, retail, and jobbing.

4. *Allowances on Sales and Purchases.* The term "Allowances" in this book is used to cover deductions made off original invoice charges, because of goods being damaged, or defective in some way. The buyer has agreed to accept them, but on condition that the price is reduced. This is a reduction of the "Proceeds of Sales," and, as a rule, the Sales or Shipping Departments will be responsible. It is quite distinct from "Cash Discounts," which are usually controlled by those responsible for the collection of debts due to the concern, or for the payment of accounts due by the concern.

5. *Allowances and Returns, and Sales and Purchases Journals.* As a matter of general practice the following should never be written into Sales or Purchases Journals---

(a) *Returns Inwards* and (b) *Allowances on Sales* never in *Sales Journals* ;

(c) *Returns Outwards* and (d) *Allowances on Purchases* never in *Purchases Journals*.

Returns Inwards and Allowances on Sales should be recorded in a special book, or in the General Journal if very rare. Returns Outwards and Allowances on Purchases, also, should be recorded in a special book, or in the General Journal if very rare. The Returns Inwards, etc., Journal will help to indicate the efficiency of the Sales and Shipping Departments, and the Returns Outwards, etc., Journal will help to indicate the amount of extra trouble given to the Purchasing Officer and the Warehousing or Stores Department because of mistakes, etc., made by creditors of the concern.

6. *Reports.* It is suggested that Reports should be subdivided as follows—

| | |
|--|-------------------------------------|
| <i>Object.</i> | |
| <i>Ground Covered or Work Done.</i> | |
| <i>Points of Evidence and Reasoning.</i> | <i>Conclusions drawn therefrom.</i> |
| | |
| <i>General Conclusions.</i> | |
| <i>Recommendations (if asked for).</i> | |

7. *Exercises Worked from Trial Balances Onwards.* After completion by the students of the first few exercises, which are worked from the Trial Balances onwards (Groups P, S, Y, Z, AA, BB, etc.), it will be usually found unnecessary as a preliminary for them to open a complete General Ledger for the exercise by writing in all of the accounts. Usually it will be sufficient if students open those accounts only which are going to be adjusted in some way.

SUGGESTED RULINGS FOR BOOKS USED FOR DIFFERENT GROUPS

Cash Book : No. 1, Group C (Cash only).

- | | | | |
|----|-------|----|---|
| ,, | ,, 2, | ,, | D (Cash and Discount). |
| ,, | ,, 3, | ,, | E, F, G. (All receipts banked daily). |
| ,, | ,, 4, | ,, | I, J, K, L, M, O, X (All receipts banked daily and Control A/cs). |
| ,, | ,, 5, | ,, | H (All receipts not banked daily). |
| ,, | ,, 6, | ,, | N, R (All receipts not banked daily and Control A/cs). |
| ,, | ,, 7, | ,, | H (All receipts not banked daily). |
| ,, | ,, 8, | ,, | N, R (All receipts not banked daily and Control A/cs). |
| ,, | ,, 9, | ,, | (Elaboration of No. 4). |

General Journal : No. 10. B and onwards.

- | | | |
|----|--------|--|
| ,, | ,, 11. | O and J, K, L, M, N, etc., at discretion (special for Control A/cs). |
|----|--------|--|

Purchases (or Sales) Journal : No. 12. F, G, H, I, J, L, M, N, O (Simple form).

- | | | | |
|----|----|--------|----------------------------|
| ,, | ,, | ,, 13. | K, N, R, X (Departmental). |
| ,, | ,, | ,, 14. | (Elaboration of No. 13.) |

Voucher Register : No. 15.

Bills Payable Register : No. 16.

Bills Receivable Register : No. 17.

Petty Cash Book : No. 18.

NOTE. Cash Books for use where all Receipts not banked daily.

By retaining in the office proceeds of Cash Sales, by depositing daily in the Bank all cheques received, and, as the Cash in Office permits, by making payments of Expenses and Salaries and for direct Purchases by cash, the groups of exercises indicated below can be used for the Cash Books, as numbered—

Cash Books : Nos. 5 and 7. E, F, and G.
Nos. 6 and 8. I and J.

NOTE (1). In order that the effects of the different arrangements of columns may be manifest, the same items are repeated in the following books: Rulings, Cash Books Nos. 2 to 9. For the same reason the items in Ruling, General Journal, No. 10, are repeated in Ruling, General Journal, No. 11.

NOTE (2). The Voucher columns are given in the Cash Books, etc., so that their use may be indicated to the student. It is not considered necessary that the student should have vouchers available for each exercise, and that he should go through the routine of numbering and entering them. It is considered more important that the student should spend all the time available on being inculcated with the principles of Accounting. The Teacher or any good text book can show the student how different documents should be made out.

Ruling Cash Book. No. 1. Group C.

RECEIPTS

PAYMENTS

| Date | Account to be Credited | Lr. Fo. | Cash | Date | Account to be Debited | Lr. Fo. | Cash |
|--------|--------------------------|------------|---------------|--------|------------------------|------------|---------------|
| Jan. 1 | To Capital: W. Robertson | 4 | \$8000 | Jan. 1 | By Cunard Shipping Co. | 15 | \$400 |
| 12 | .. L. Hanson & Co. | 24 | 500 | 19 | .. W. Crawford & Co. | 36 | 800 |
| 31 | .. Merchandise: Sales | 40 | 100 | 31 | .. Salaries | 45 | 300 |
| | | | | 31 | .. Balance c/d | | 1500 |
| | | | <u>\$8600</u> | | | | 7100 |
| | Debit Cash \$8600 | 8 | | | Credit Cash \$1500 | | <u>\$8600</u> |
| Feb. 1 | To Balance b/d | | \$7100 | | | | |

Ruling Cash Book. No. 2. Group D.

RECEIPTS

PAYMENTS

[illegible]

NOTE (1). Vr. Ref. or Voucher Reference Column will contain serial numbers of Counterfoils of Receipt Book, of pages of Cash Sales Book, of Bills Receivable Book, etc.

NOTE (2). Vr. No. or Voucher Number Column will contain serial numbers of Vouchers, pages of Petty Cash Book, or of other books which record details of the expenditure.

Ruling Cash Book. No. 3. Groups E, F, G. (All receipts of cash and cheques out of Petty Cash.)

RECEIPTS

| Date | Account to be Credited | Lr. Fo. | Vr. Ref. | Discounts, etc. | Sundry Receipts | Bank Deposits |
|--------|------------------------------------|---------|------------|-----------------|-----------------|---------------|
| Jan. 1 | To Capital | 1 | | | \$5000 | \$5000 |
| 2 | " Merchandise : Sales | 46 | C. Sales 1 | | 500 | 500 |
| 4 | " W. Jones | 27 | 1 | \$10 | 490 | |
| | " H. Smith | 83 | 2 | 10 | 570 | |
| 6 | " Bills Receivable No. 1 | 41 | Bills 1 | 20 | 980 | 1060 |
| 10 | " W. Robinson | 75 | 3 | 8 | 815 | 980 |
| | " Merchandise : Sales | 46 | C. S. 1 | | 200 | |
| 12 | " R. Hart & Co. | 29 | 4 | 9 | 845 | 1015 |
| | " P. Benson & Co. | 32 | 5 | 15 | 895 | |
| 16 | " Merchandise : Sales | 46 | C. S. 2 | | 200 | 1740 |
| | " B. Easton | 71 | 6 | 18 | 902 | |
| | " G. Macarthur | 69 | 7 | 20 | 825 | |
| 18 | " Bills Receivable No. 2 | 41 | Bills 1 | 25 | 1240 | 1927 |
| 20 | " C. Whitehead | 102 | 8 | 8 | 825 | 1240 |
| | " Merchandise : Sales | 46 | C. S. 2 | | 150 | |
| | " M. Byers | 105 | 9 | 27 | 1450 | |
| 26 | " W. Timmins | 21 | 10 | 12 | 1208 | 2425 |
| | " Merchandise : Sales | 46 | C. S. 2 | | 250 | |
| 31 | " T. Mitchell & Co. | 18 | 11 | 25 | 1567 | 1458 |
| | " C. Cook | 107 | 12 | 17 | 843 | |
| | " H. Dawson | 27 | 13 | 37 | 1725 | |
| | " Merchandise : Sales | 46 | C. S. 2 | | 300 | |
| | | | | | | 4435 |
| | | | | \$261 | \$21780 | \$21780 |
| | Debit Discounts \$261 | 23 | | | | |
| | Bank 21780 | 17 | | | | |
| | \$22041 | | | | | |
| Feb. 1 | By Balance in Bank b/d | | | | | \$8387 |

- NOTE (1) The items in the subdivisions of the "Sundry Receipts" column
(2) The items in the "Bank Deposits" column should coincide
(3) The items in the "Bank Withdrawals" column should be
(4) The total of the "Sundry Receipts" column will give the

anked daily. All payments above a certain amount by cheque. All payments below that amount

PAYMENTS

| Date | Account to be Debited | Lr. Fo. | Vr. No. | Discounts, etc. | Bank Withdrawals |
|--------|--------------------------------------|----------------|------------|--------------------|---------------------|
| Jan. 2 | By Petty Cashier | 3 | P.C.B. 1 | | \$40 |
| 4 | " Merchandise : Purchases | 41 | 1 | | 200 |
| | " J. Jeffreys | 120 | 2 | \$28 | 1462 |
| 6 | " Furniture and Fixtures | 5 | 3 | | 400 |
| 9 | " H. Gregson & Co. | 125 | 4 | 25 | 1428 |
| | " G. Doncaster & Co. | 147 | 5 | 18 | 824 |
| 11 | " H. Findlay | 151 | 6 | 19 | 921 |
| 12 | " A. Graham & Co. | 130 | 7 | 21 | 1025 |
| 13 | " Phoenix Oil Co. | 135 | 8 | 5 | 433 |
| 17 | " Furniture and Fixtures | 5 | 9 | | 200 |
| | " General Expenses | 12 | 10 | | 150 |
| 19 | " J. Byers & Co. | 152 | 11 | 4 | 246 |
| 20 | " Palatine Manufacturing Co. | 157 | 12 | 23 | 1427 |
| | " Merchandise : Purchases | 41 | 20 | | 200 |
| 23 | " Fernie Shipping Co. | 142 | 13 | | 623 |
| 26 | " Bills Payable No. 21 | 38 | 14 | 24 | 1564 |
| | " Merchandise : Purchases | 41 | 21 | | 200 |
| 30 | " L. Belanger & Co. | 138 | 19 | | 600 |
| 31 | " Salaries | 7 | 15 | | 500 |
| | " Rent | 9 | 16 | | 200 |
| | " General Expenses | 12 | 18 | | 150 |
| | " Private Drawings | 15 | 17 | | 600 |
| | | | | \$167 | 13393 |
| | To Balance in Bank c/d | | | | 8387 |
| | | | | | \$21780 |
| | Credit Discounts | \$167 | 25 | | |
| | Bank | 13393 | 17 | | |
| | | <u>\$13560</u> | | | |

ould be readily identifiable with items on the Paying-in Slips.
ith the deposits side of the Bank Pass Book.
ecked off to the withdrawals side of the Bank Pass Book.
ank Deposits for the month under review.

Ruling Cash Book. No. 4. Groups I, J, K, L, M, O, X.

All receipts of cash and cheques banked daily.

All payments above a certain amount made by cheque.

All payments below that amount out of Petty Cash.

Additional columns for the segregation of items by Ledgers, so that Control or Total Accounts may be used.

The student will understand this Cash Book after he is thoroughly conversant with No. 3.

Columns C, D, and E, and H and I repeat the money columns of No. 3.

Columns A and B contain extensions of the totals of the figures entered in columns C and D.

Columns F and G contain extensions of the totals of the figures entered in columns H and I.

Some may think it more logical to arrange the columns for Cash Book No. 4, as follows, bringing the columns which segregate debits to the left of each page, and those which segregate credits to the right—

RECEIPTS

PAYMENTS

| Date | Account to be Credited | Lr. Fo. | Vr. Ref. | Discounts, etc. | Sundry Receipts | Bank Deposits | Trade Debitors Ledger | General Ledger | Date | Account to be Debited | Lr. Fo. | Vr. Ref. | Trade Creditors Ledger | General Ledger | Discounts, etc. | Bank With- drawals |
|------|------------------------------|------------|-------------|--------------------|--------------------|------------------|-----------------------------|-------------------|------|-----------------------------|------------|-------------|------------------------------|-------------------|--------------------|--------------------------|
| | | | | | | | | | | | | | | | | |
| | | | | | | | | | | | | | | | | |
| | | | | | | | | | | | | | | | | |
| | | | | | | | | | | | | | | | | |

or as follows, which also brings the Trade Debtors Ledger column close to the amount to be credited and Ledger Folio column—

RECEIPTS

PAYMENTS

| Date | Discounts, etc. | Vr. Ref. | Sundry Receipts | Bank Deposits | Account to be Credited | Lr. Fo. | Trade Debitors Ledger | General Ledger | Date | General Ledger | Trade Creditors Ledger | Lr. Fo. | Account to be Debited | Discounts, etc. | Vr. No. | Bank With- drawals |
|------|--------------------|-------------|--------------------|------------------|------------------------------|------------|-----------------------------|-------------------|------|-------------------|------------------------------|------------|-----------------------------|--------------------|------------|--------------------------|
| | | | | | | | | | | | | | | | | |
| | | | | | | | | | | | | | | | | |
| | | | | | | | | | | | | | | | | |
| | | | | | | | | | | | | | | | | |

It is thought, however, that Cash Book No. 4 is more convenient than these for the cashier in writing it up, and for the bookkeeper in posting to the Trade Debtors (Accounts Receivable) and Trade Creditors (Accounts Payable) Ledgers.

Ruling Cash Book. No. 5. Group H.*See No. 7 for Alternative Cash Book.*

All receipts not banked daily.

Large sums of cash retained in the office, and large payments made out of that cash.

NOTE. The transactions with the outside world are the same as those recorded in Cash Books Nos. 2, 3, and 4, but they are dealt with in the office which is using Cash Books Nos. 5, 6, 7 and 8, as follows—

All cheques received are banked daily.

Cash is withdrawn from the bank for use by the cashier and by the petty cashier, when thought necessary.

All cash received for Merchandise Sales is retained in the office by the cashier to meet cash payments. From time to time he pays into the bank cash in excess of his requirements.

As a result, the following changes should be noted in the cashier's method of dealing with his cash—

| | | |
|---------|--|-------|
| Jan. 1. | He withdrew from Bank cash | \$100 |
| | He paid cash to petty cashier | 40 |
| 4. | He purchased merchandise for cash | 200 |
| 17. | He paid General Expenses in cash | 150 |
| | He paid into Bank to reduce cash in office | 400 |
| 20. | He purchased merchandise for cash | 200 |
| 30. | He paid into Bank to reduce cash in office | 350 |
| 31. | He paid General Expenses in cash | 150 |

RECEIPTS

| Date | Account to be Credited | Lr Fo. | Vr. Ref. | Discounts etc. | Cash in Office | Cheques, etc., received for Deposit : Memo. | Bank Deposits |
|--------|--|-----------------|----------|----------------|----------------|---|----------------|
| Jan. 1 | To Capital . . . | 1 | — | | | \$5000 | \$5000 |
| | " Bank . . . | — | — | | \$100 | | |
| 2 | " Merchandise : Sales | 46 | C. S. 1 | | 500 | | |
| 4 | " W. Jones . . . | 27 | 1 | \$10 | | 490 | |
| | " H. Smith . . . | 83 | 2 | 10 | | 570 | 1060 |
| 6 | " Bills Rec., No. 1 . | 41 | Bills 1 | 20 | | 980 | 980 |
| 10 | " W. Robinson . . | 75 | 3 | 8 | | 815 | 815 |
| | " Merchandise : Sales | 46 | C. S. 1 | | 200 | | |
| 12 | " R. Hart & Co. . . | 29 | 4 | 9 | | 845 | |
| | " P. Benson & Co. . | 32 | 5 | 15 | | 895 | 1740 |
| 16 | " Merchandise : Sales | 46 | C. S. 2 | | 200 | | |
| | " B. Easton . . . | 71 | 6 | 18 | | 902 | |
| | " G. Macarthur . . | 69 | 7 | 20 | | 825 | 1727 |
| 17 | " Office . . . | — | — | | | 400 | 400 |
| 18 | " Bills Rec., No. 2 . | 41 | Bills 1 | 25 | | 1240 | 1240 |
| 20 | " Merchandise : Sales | 46 | C. S. 2 | | 150 | | |
| | " C. Whitehead . . | 102 | 8 | 8 | | 825 | |
| | " M. Byers . . . | 105 | 9 | 27 | | 1450 | 2275 |
| 26 | " W. T. Timmins . . | 21 | 10 | 12 | | 1208 | 1208 |
| 30 | " Merchandise : Sales | 46 | C. S. 2 | | 250 | | |
| | " Office . . . | — | — | | | | 350 |
| 31 | " Merchandise : Sales | 46 | C. S. 2 | | 300 | | |
| | " T. Mitchell & Co. . | 18 | 11 | 25 | | 1567 | |
| | " C. Cook . . . | 107 | 12 | 17 | | 843 | |
| | " H. Dawson . . . | 27 | 13 | 37 | | 1725 | 4135 |
| | | | | <u>\$261</u> | <u>\$1700</u> | | <u>\$20930</u> |
| | Debit— Discounts, Debits \$261 Office Cash 1700 Bank 20930 \$22891 | 23 200 17 | | | | | |
| Feb. 1 | To Balance b/d . . | | | | \$210 | | \$8177 |

PAYMENTS

| Date | Account to be Debited | Lr. Fo. | Vr. Ref. | Discounts, etc. | Cash Payments | Bank Withdrawals |
|------|-------------------------------------|---------|----------|-----------------|---------------|------------------|
| a. 1 | By Office | — | — | | | \$200 |
| | | | P. C. B. | | | |
| 1 | " Petty Cashier | 3 | 1 | | \$40 | |
| 4 | " J. Jeffreys | 120 | 2 | \$28 | | 1462 |
| 6 | " Merchandise : Purchases | 41 | 1 | | 200 | |
| | " Furniture and Fixtures | 5 | 3 | | | 400 |
| 9 | " H. Gregson & Co. | 125 | 4 | 25 | | 1428 |
| | " G. Doncaster & Co. | 147 | 5 | 18 | | 824 |
| 11 | " H. Findley | 151 | 6 | 19 | | 921 |
| 12 | " A. Graham & Co. | 130 | 7 | 21 | | 1025 |
| 13 | " Phoenix Oil Co. | 135 | 8 | 5 | | 433 |
| 17 | " Furniture and Fixtures | 5 | 9 | | | 200 |
| | " General Expenses | 12 | 10 | | 150 | |
| | " Bank | — | — | | 400 | |
| 19 | " J. Byers & Co. | 152 | 11 | 4 | | 246 |
| 20 | " Merchandise : Purchases | 41 | 20 | | 200 | |
| | " Palatine Manuf'g Co. | 157 | 12 | 23 | | 1427 |
| 23 | " Fernie Shipping Co. | 142 | 13 | | | 623 |
| 26 | " Bills Payable, No. 21 | 38 | 14 | 24 | | 1564 |
| | " Merchandise : Purchases | 41 | 21 | | | 200 |
| 30 | " L. Belanger & Co. | 138 | 19 | | | 600 |
| | " Bank | — | — | | 350 | |
| 31 | " General Expenses | 12 | 18 | | 150 | |
| | " Salaries | 7 | 15 | | | 500 |
| | " Rent | 9 | 16 | | | 200 |
| | " Private Drawings | 15 | 17 | | | 600 |
| | | | | | 1490 | 12753 |
| | „ Balances carried down | — | — | | 210 | 8177 |
| | | | | | | |
| | | | | \$167 | \$1700 | \$20930 |
| | Credit— | | | | | |
| | Discounts : Credits \$167 | 25 | | | | |
| | Office Cash 1490 | 200 | | | | |
| | Bank 12753 | 17 | | | | |
| | <u>\$14410</u> | | | | | |

Ruling Cash Book. No. 6. Groups N, R.

All receipts not banked daily.

Large sums of cash retained in office, and large
Additional columns for segregation of items by

RECEIPTS

| Date | Account to be Credited | Lr. Fo. | Vr. Ref. | Trade Debtors Ledger | General Ledger | Discounts, etc. | Cash in Office | Cheques, etc. for Deposit | Bank Deposits |
|--------|------------------------------|---------|----------|----------------------|----------------|-----------------|----------------|---------------------------|---------------|
| Jan. 1 | To Capital . . . | 1 | — | | \$5000 | | | \$5000 | |
| | " Bank . . . | — | — | | | | \$100 | | \$5000 |
| 3 | " Merchandise: Sales . . . | 46 | C. S. 1 | 500 | | | 500 | | |
| 4 | " W. Jones . . . | 27 | 1 | \$500 | | 10 | | 490 | |
| | " H. Smith . . . | 83 | 2 | 580 | | 10 | | 570 | 1060 |
| 6 | " Bills Rec'ble, No. 1 . . . | 41 | Bills 1 | | 1000 | 20 | | 980 | |
| 10 | " W. Robinson . . . | 75 | 3 | 823 | | 8 | | 815 | 980 |
| | " Merchandise: Sales . . . | 46 | C. S. 1 | | 200 | | 200 | | 815 |
| 12 | " R. Hart & Co. . . | 29 | 4 | 854 | | 9 | | 845 | |
| | " P. Benson & Co. . . | 32 | 5 | 910 | | 15 | | 895 | 1740 |
| 16 | " Merchandise: Sales . . . | 46 | C. S. 2 | | 200 | | 200 | | |
| | " B. Easton . . . | 71 | 6 | 920 | | 18 | | 902 | |
| | " G. Macarthur . . . | 69 | 7 | 845 | | 20 | | 825 | 1727 |
| 17 | " Office . . . | — | — | | | | | 400 | |
| 18 | " Bills Rec'ble, No. 2 . . . | 41 | Bills 1 | | 1265 | 25 | | 1240 | 400 |
| 20 | " Merchandise: Sales . . . | 46 | C. S. 2 | | 150 | | 150 | | 1240 |
| | " C. Whitehead . . . | 102 | 8 | 833 | | 8 | | 825 | |
| | " M. Byers . . . | 105 | 9 | 1477 | | 27 | | 1450 | 2275 |
| 26 | " W. Timmins . . . | 21 | 10 | 1220 | | 12 | | 1208 | |
| | " Merchandise: Sales . . . | 46 | C. S. 2 | | 250 | | 250 | | 1208 |
| 30 | " Office . . . | — | — | | | | | 350 | |
| 31 | " Merchandise: Sales . . . | 46 | C. S. 2 | | 300 | | 300 | | 350 |
| | " T. Mitchell & Co. . . | 18 | 11 | 1592 | | 25 | | 1567 | |
| | " C. Cook . . . | 107 | 12 | 860 | | 17 | | 843 | |
| | " H. Dawson . . . | 27 | 13 | 1762 | | 37 | | 1725 | |
| | | | | \$13176 | \$8865 | \$261 | \$1700 | | \$20930 |

JANUARY SUMMARY

| | | | | |
|------------------------|--------------------------------------|---------|--------|--------|
| Receipts Side. Debits: | Discounts, Debits . . . | \$261 | Lr. F. | 23 |
| | Office . . . | 1700 | | 200 |
| | Bank . . . | 20930 | | 17 |
| Payments Side. Debits: | Trade Creditors Ledger Control . . . | 9132 | | 54 |
| | Petty Cashier . . . | 40 | | 3 |
| | Merchandise: Purchases . . . | 600 | | 41 |
| | Furniture and Fixtures . . . | 600 | | 5 |
| | General Expenses . . . | 300 | | 12 |
| | Salaries . . . | 500 | | 7 |
| | Rent . . . | 200 | | 9 |
| | Private Drawings . . . | 600 | | 15 |
| | Bills Payable . . . | 1588 | | 38 |
| | | \$36451 | | |
| Feb. 1 | To Balance b/d . . . | \$210 | | \$8177 |

nents made out of that cash.
gers, so that Control or Total amounts may be used.

PAYMENTS

| ate | Account to be Debited | Lr. Fo. | Vr. Ref. | Trade Creditors Ledger | General Ledger | Discounts, etc. | Cash Payments | Bank With- drawals |
|------|-------------------------------------|------------|-------------|------------------------------|-------------------|--------------------|------------------|--------------------------|
| 1. 1 | By Office | — | — | | | | | \$100 |
| | | | P. C. B. | | | | | |
| 1 | " Petty Cash | 3 | 1 | | \$40 | | \$40 | |
| 4 | " J. Jeffreys | 120 | 2 | \$1490 | | \$28 | | 1462 |
| | " Merchandise: Purchases | 41 | 1 | | 200 | | 200 | |
| 6 | " Furniture and Fixtures | 5 | 3 | | 400 | | | 400 |
| 9 | " H. Gregson & Co. . . | 125 | 4 | 1453 | | 25 | | 1428 |
| | " G. Doncaster & Co. . | 147 | 5 | 842 | | 18 | | 824 |
| 11 | " H. Findley | 151 | 6 | 940 | | 19 | | 921 |
| 12 | " A. Graham & Co. . . | 130 | 7 | 1046 | | 21 | | 1025 |
| 13 | " Phoenix Oil Co. . . | 135 | 8 | 438 | | 5 | | 433 |
| 17 | " Furniture and Fixtures | 5 | 9 | | 200 | | | 200 |
| | " General Expenses . . | 12 | 10 | | 150 | | 150 | |
| | " Bank | — | — | | | | 400 | |
| 19 | " J. Byers & Co. . . . | 152 | 11 | 250 | | 4 | | 246 |
| 20 | " Merchandise: Purchases | 41 | 20 | | 200 | | 200 | |
| | " Palatine Manfg. Co. . | 157 | 12 | 1450 | | 23 | | 1427 |
| 23 | " Fernie Shipping Co. . | 142 | 13 | 623 | | | | 623 |
| 26 | " Bills Payable No. 21 . | 38 | 14 | | 1588 | 24 | | 1504 |
| | " Merchandise: Purchases | 41 | 21 | | 200 | | | 200 |
| 30 | " L. Belanger & Co. . . | 138 | 19 | 600 | 200 | | | 600 |
| | " Bank | — | — | | | | 350 | |
| 31 | " General Expenses . . | 12 | 18 | | 150 | | 150 | |
| | " Salaries | 7 | 15 | | 500 | | | 500 |
| | " Rent | 9 | 16 | | 200 | | | 200 |
| | " Private Drawings . . | 15 | 17 | | 600 | | | 600 |
| | | | | | | | 1490 | 12753 |
| | " Balances carried down | | | | | | 210 | 8177 |
| | | | | \$9132 | \$4428 | \$167 | \$1700 | \$20930 |

| | | | |
|-------------------------|------------------------------|---------|--------|
| Receipts Side. Credits: | Trade Debtors Ledger Control | \$13176 | Lr. F. |
| | Capital | 5000 | 52 |
| | Merchandise: Sales . . . | 1600 | 46 |
| | Bills Receivable | 2265 | 41 |
| | Discounts, Credits . . . | 167 | 25 |
| | Office | 1490 | 200 |
| | Bank | 12753 | 17 |
| Payments Side. Credits: | | | |
| | | \$36451 | |

Ruling Cash Book. No. 7. Group H.*Alternative to No. 5 Cash Book.*

All receipts not banked daily.

Large sums of cash retained in the office, and large payments made out of that cash.

NOTE. The main underlying idea of this Cash Book is that everything passes through the office.

Receipts of Cash and Cheques, proceeds of Bills and Notes Receivable are debited to the "Cash and Cheques through Office" column on the Receipts side. If they are deposited in the bank, or their proceeds go into the bank, they are credited through the "Cash and Cheques through Office" column on the Payments side. Thus a Bill Receivable discounted at the bank will be first entered on the Receipts side, and then the proceeds will be recorded on the Payments side, as a deposit in the bank.

Payments of cash are recorded in the "Cash and Cheques through Office" column on the Payments side. When a cheque is drawn on the bank it is entered in the "Cash and Cheques through Office" column, as if the money had been drawn from the bank, and then through the corresponding column on the Payments side. A Bill Payable item is treated similarly, that is to say, as if money had been drawn from the bank, and then paid out to meet the bill.

The difference between the two columns "Cash and Cheques through Office" will give the cash and cheques in the office not yet deposited in the bank.

RECEIPTS

| Date | Account to be Credited | Lr. Fo. | Vr. Ref. | Discounts, etc. | Cash and Cheques through Office |
|--------|---|------------|-------------|--------------------|--|
| an. 1 | To Capital | I | — | | \$5000 |
| 1 | " Bank | 17 | — | | 100 |
| 2 | " Merchandise : Sales | 46 | C. S. 1 | | 500 |
| 4 | " W. Jones | 27 | I | \$10 | 490 |
| | " H. Smith | 83 | 2 | 10 | 570 |
| | " Bank (Note : Jeffreys' cheque) | 17 | — | | 1462 |
| 6 | " Bills Receivable, No. 1 | 41 | Bills 1 | 20 | 980 |
| | " Bank | 17 | — | | 1400 |
| 9 | " Bank | 17 | — | | 1428 |
| | " Bank | 17 | — | | 824 |
| 10 | " W. Robinson | 75 | 3 | 8 | 815 |
| | " Merchandise : Sales | 46 | C. S. 1 | | 200 |
| 11 | " Bank | 17 | — | | 921 |
| 12 | " Bank | 17 | — | | 1025 |
| | " R. Hart & Co. | 29 | 4 | 9 | 845 |
| | " P. Benson & Co. | 32 | 5 | 15 | 895 |
| 13 | " Bank | 17 | — | | 433 |
| 16 | " Merchandise : Sales | 46 | C. S. 2 | | 200 |
| | " B. Easton | 71 | 6 | 18 | 902 |
| | " G. Macarthur | 69 | 7 | 20 | 825 |
| 17 | " Bank | 17 | — | | 200 |
| 18 | " Bills Receivable, No. 2 | 41 | Bills 1 | 25 | 1240 |
| 19 | " Bank | 17 | — | | 246 |
| 20 | " Merchandise : Sales | 46 | C. S. 2 | | 150 |
| | " Bank | 17 | — | | 1427 |
| | " C. Whitehead | 102 | 8 | 8 | 825 |
| | " M. Byers | 105 | 9 | 27 | 1450 |
| 23 | " Bank | 17 | — | | 623 |
| 26 | " W. Timmins | 21 | 10 | 12 | 1208 |
| | " Merchandise : Sales | 46 | C. S. 2 | | 250 |
| | " Bank | 17 | — | | 1564 |
| | " Bank | 17 | — | | 200 |
| 30 | " Bank | 17 | — | | 600 |
| 31 | " Merchandise : Sales | 46 | C. S. 2 | | 300 |
| | " T. Mitchell & Co. | 18 | 11 | 25 | 1567 |
| | " C. Cook | 107 | 12 | 17 | 843 |
| | " H. Dawson | 27 | 13 | 37 | 1725 |
| | " Bank | 17 | — | | 500 |
| | " Bank | 17 | — | | 200 |
| | " Bank | 17 | — | | 600 |
| | | | | \$261 | \$34533 |
| | Debit Discount | \$261 | 23 | | |
| | Office | 34553 | 200 | | |
| | | \$34814 | | | |
| Feb. 1 | To Balance b/d | | | | \$210 |

PAYMENTS

| Date | Account to be Debited | Lr. Fo. | Vr. Ref. | Discounts, etc. | Cash and Cheques through Office |
|--------|---|----------------|-------------|--------------------|--|
| Jan. 1 | By Bank | 17 | — | | \$5000 |
| 1 | „ Petty Cashier. | 3 | P.C.B. 1 | | 40 |
| 4 | „ Bank (<i>Note</i> : Jones & Smith, cheques) | 17 | — | | 1060 |
| | „ J. Jeffreys | 120 | 2 | \$28 | 1462 |
| | „ Merchandise : Purchases | 41 | 1 | | 200 |
| 6 | „ Bank | 17 | — | | 980 |
| 9 | „ Furniture and Fixtures | 5 | 3 | | 400 |
| | „ H. Gregson & Co. | 125 | 4 | 25 | 1428 |
| | „ G. Doncaster & Co. | 147 | 5 | 18 | 824 |
| 10 | „ Bank | 17 | — | | 815 |
| 11 | „ H. Findlay | 151 | 6 | 19 | 921 |
| 12 | „ A. Graham & Co. | 130 | 7 | 21 | 1025 |
| | „ Bank | 17 | — | | 1740 |
| 13 | „ Phoenix Oil Co. | 135 | 8 | 5 | 433 |
| 16 | „ Bank | 17 | — | | 1727 |
| | „ Furniture and Fixtures | 5 | 9 | | 200 |
| | „ General Expenses | 12 | 10 | | 150 |
| | „ Bank | 17 | — | | 400 |
| 18 | „ Bank | 17 | — | | 1240 |
| 19 | „ J. Byers & Co. | 152 | 11 | 4 | 246 |
| 20 | „ Merchandise : Purchases | 41 | 20 | | 200 |
| | „ Palatine Manuf'g Co. | 157 | 12 | 23 | 1427 |
| | „ Bank | 17 | — | | 2275 |
| 23 | „ Fernie Shipping Co. | 142 | 13 | | 623 |
| 26 | „ Bank | 17 | — | | 1208 |
| | „ Bills Payable, No. 21 | 38 | 14 | 24 | 1564 |
| | „ Merchandise : Purchases | 41 | 21 | | 200 |
| 30 | „ L. Belanger & Co. | 138 | 19 | | 600 |
| | „ Bank | 17 | — | | 350 |
| 31 | „ Bank | 17 | — | | 4135 |
| | „ General Expenses | 12 | 18 | | 150 |
| | „ Salaries | 7 | 15 | | 500 |
| | „ Rent | 9 | 16 | | 200 |
| | „ Private Drawings | 15 | 17 | | 600 |
| | | | | \$167 | 34323 |
| | „ Balance c/d: Cash in Office | | | | 210 |
| | | | | | <u>\$34533</u> |
| | Credit Discount | \$167 | 25 | | |
| | Office | 34323 | 200 | | |
| | | <u>\$34490</u> | | | |

Bank columns may be added so that bank transactions for a month may be totalled and posted to the ledger in total a month at a time.

If this is done, instead of repeating the cheques drawn in the "Office" column, as well as in the "Bank Withdrawals" column, they may be entered in the "Office" column in daily totals. This is shown below, but is not repeated in Cash Book No. 6, so that it may the more easily be compared with Cash Book No. 5.

| Date | Account to be Credited | Lr. Fo. | Vr. Ref. | Bank Withdrawals | Discounts, etc. | Cash and Cheques through Office | Date | Account to be Debited | Lr. Fo. | Vr. Ref. | Bank Deposits | Discounts, etc. | Cash and Cheques through Office |
|---------|------------------------|---------|----------|------------------|-----------------|---------------------------------|---------|-----------------------|---------|----------|---------------|-----------------|---------------------------------|
| Jan. 31 | Forward | — | — | \$11453 | \$182 | \$28798 | Jan. 31 | By Bank | — | — | \$1695 | \$167 | \$28738 |
| | To Merchandise: | 46 | C. S. 2 | | | 300 | | " General | | | 4135 | | 4135 |
| | " T. Mitchell & Co. | 18 | 11 | | 25 | 1567 | | " Expenses | 12 | 18 | | | 150 |
| | " C. Cook | 107 | 12 | | 17 | 843 | | " Salaries | 7 | 15 | | | 500 |
| | " H. Dawson | 27 | 13 | | 37 | 1725 | | " Rent | 9 | 16 | | | 200 |
| | " Bank | — | — | 500 | | | | " Private | | | | | 600 |
| | " Bank | — | — | 200 | | | | " Drawings | 15 | 17 | | | |
| | " Bank | — | — | 600 | | 1300 | | | | | | | |
| | | | | \$12753 | \$261 | \$34533 | | " Balance b/d: | | | \$20930 | \$167 | \$34323 |
| | " Balance c/d: | | | 8177 | | | | " Cash in Office | | | | | 210 |
| | " Credit at Bank | | | | | | | | | | \$20930 | | \$34533 |
| | | | | \$20930 | | \$34533 | | | | | | | |
| | Debit: | | | | | | | Credit: | | | | | |
| | Discounts \$261 | 23 | | | | | | Discounts \$167 | 25 | | | | |
| | Office 34533 | 200 | | | | | | Office 34323 | 200 | | | | |
| | | | | | | | | | | | | | |
| | \$34814 | | | | | | | \$34490 | | | | | |
| | | | | | | | | Debit: | | | | | |
| | Bank \$12753 | 17 | | | | | | Bank \$20930 | 17 | | | | |
| | | | | | | | | | | | | | |
| Feb. 1 | To Balance b/d: | | | | | | Feb. 1 | By Balance c/d: | | | | | |
| | Cash in Office | | | | | \$210 | | Credit at Bank | | | \$8177 | | |

Ruling Cash Book. No. 8. Groups N, R.*Alternative to No. 6 Cash Book*

All receipts not banked daily.

Large sums of cash retained in the office, and large payments made out of that cash.

Additional columns for segregation of items by Ledgers, so that Control or Total Accounts may be used.

This Cash Book is best explained to the student in a manner similar to that recommended for No. 4.

Columns 4 and 5, 9 and 10 will be understood from the use of No. 7. Columns 1, 2, and 3 contain extensions of the totals of the figures entered in columns 4 and 5. Columns 6, 7, and 8 contain extensions of the totals of the figures entered in columns 9 and 10.

RECEIPTS

(1)

(2)

(3)

(4)

(5)

| Date | Account to be Credited | Lr. Fo | Trade Debtors or A/c R. Lr. | General Ledger | Bank Withdrawals | Vr. Ref. | Discounts, etc. | Cash and Cheques through Office |
|---------|---|--|--------------------------------------|----------------|--|----------|-----------------|---------------------------------|
| Jan 1 | To Capital . . . | — | | \$5000 | | — | | \$5000 |
| | " Bank . . . | — | | | \$100 | — | | 100 |
| 2 | " Merchandise: Sales . . . | 46 | | 500 | | C. S. 1 | | 500 |
| 4 | " W. Jones . . . | 27 | 500 | | | 2 | \$10 | 490 |
| | " H. Smith . . . | 83 | 580 | | | 2 | 10 | 570 |
| | " Bank . . . | — | | | 1462 | — | | 1462 |
| 6 | " Bills Rec'ble, No. 1 . . . | — | | 1000 | | Bills 1 | 20 | 980 |
| | " Bank . . . | — | | | 400 | — | | 400 |
| 9 | " Bank . . . | — | | | 1428 | — | | 1428 |
| | " Bank . . . | — | | | 824 | — | | 824 |
| 10 | " W. Robinson . . . | 73 | 823 | | | 3 | 8 | 815 |
| | " Merchandise: Sales . . . | — | | 200 | | C. S. 1 | | 200 |
| 11 | " Bank . . . | — | | | 921 | — | | 921 |
| 12 | " Bank . . . | — | | | 1025 | — | | 1025 |
| | " R. Hart & Co. . . | 29 | 854 | | | 4 | 9 | 845 |
| | " P. Benson & Co. . . | 32 | 910 | | | 5 | 15 | 895 |
| 13 | " Bank . . . | — | | | 433 | — | | 433 |
| 16 | " Merchandise: Sales . . . | — | | 200 | | C. S. 2 | | 200 |
| | " E. Easton . . . | 71 | 920 | | | 6 | 18 | 902 |
| | " C. Macarthur . . . | 69 | 845 | | | 7 | 20 | 825 |
| 17 | " Bank . . . | — | | | 200 | — | | 200 |
| 18 | " Bills Rec'ble, No. 2 . . . | — | | 1265 | | Bills 11 | 25 | 1240 |
| 19 | " Bank . . . | — | | | 246 | — | | 246 |
| 20 | " Merchandise: Sales . . . | — | | 150 | | C. S. 2 | | 150 |
| | " Bank . . . | — | | | 1427 | — | | 1427 |
| | " C. Whitehead . . . | 102 | 833 | | | 8 | 8 | 825 |
| | " M. Byers . . . | 105 | 1477 | | | 9 | 27 | 1450 |
| 23 | " Bank . . . | — | | | 623 | — | | 623 |
| 26 | " W. Timmins . . . | 21 | 1220 | | | 10 | 12 | 1208 |
| | " Merchandise: Sales . . . | — | | 250 | | C. S. 2 | | 250 |
| | " Bank . . . | — | | | 1564 | — | | 1564 |
| | " Bank . . . | — | | | 200 | — | | 200 |
| 30 | " Bank . . . | — | | | 600 | — | | 600 |
| 31 | " Merchandise: Sales . . . | — | | 300 | | C. S. 2 | | 300 |
| | " T. Mitchell & Co. . . | 18 | 1592 | | | 11 | 25 | 1567 |
| | " C. Cook . . . | 107 | 860 | | | 12 | 17 | 843 |
| | " H. Dawson . . . | 27 | 1762 | | | 13 | 37 | 1725 |
| | " Bank . . . | — | | | 500 | — | | 500 |
| | " Bank . . . | — | | | 200 | — | | 200 |
| | " Bank . . . | — | | | 600 | — | | 600 |
| | | | \$13176 | \$8865 | 12753 | | \$261 | 34533 |
| | To Balance c/d: Credit at Bank . . . | | | | 8177 | | | |
| | | | | | \$20930 | | | \$34533 |
| Jan. 31 | Debit: Discount, Debits Office . . . Credit: Trade Debtors, Ledger Control . . . Capital . . . Merchandise: Sales . . . Bills Receivable . . . Bank . . . | 23 200 32 1 46 41 17 | 261 34533 | | 13176 5000 1600 2263 12753 | | | |
| | | | \$34794 | \$34794 | | | | |
| Feb. 1 | To Balance b/d: Cash in Office . . . | | | | | | | \$210 |

PAYMENTS

| | | (6) | | (7) | (8) | (9) | (10) |
|-------|----------------------------------|---------|--------------------------------|----------------|---------------|----------|---------------------------------|
| ate | Account to be Debited | Lr. Fo. | Trade Creditors or A/cs R. Lr. | General Ledger | Bank Deposits | Vr. Ref. | Cash and Cheques through Office |
| 1. 1 | By Bank | — | | | \$5000 | — | \$5000 |
| | " Petty Cashier | — | | \$40 | | P.C.B. | 40 |
| 4 | " Bank | — | | | 1060 | 1 | 1060 |
| | " J. Jeffreys | 120 | \$1490 | | | 2 | 1462 |
| | " Merchandise: | — | | | | | |
| | " Purchases | — | | 200 | | 1 | 200 |
| 6 | " Bank | — | | | 980 | — | 980 |
| | " Furniture and | — | | | | | |
| | " Fixtures | — | | 400 | | 3 | 400 |
| 9 | " H. Gregson & Co. | 125 | 1453 | | | 4 | 1488 |
| | " G. Doncaster & Co. | 147 | 842 | | | 5 | 824 |
| 10 | " Bank | — | | | 815 | — | 815 |
| 11 | " H. Findlay | 151 | 940 | | | 6 | 921 |
| 12 | " A. Graham & Co. | 130 | 1046 | | | 7 | 1025 |
| | " Bank | — | | | 1740 | — | 1740 |
| 13 | " Phoenix Oil Co. | 135 | 438 | | | 8 | 433 |
| 16 | " Bank | — | | | 1727 | — | 1727 |
| 17 | " Furniture and | — | | | | | |
| | " Fixtures | — | | 200 | | 9 | 200 |
| | " General Expenses | — | | 150 | | 10 | 150 |
| | " Bank | — | | | 400 | — | 400 |
| 18 | " Bank | — | | | 1240 | — | 1240 |
| 19 | " J. Byers & Co. | 152 | 250 | | | 11 | 246 |
| 20 | " Merchandise: | — | | | | | |
| | " Purchases | 41 | | 200 | | 20 | 200 |
| | " Palatine Manfg. Co. | 157 | 1450 | | | 12 | 1427 |
| | " Bank | — | | | 2275 | — | 2275 |
| 23 | " Fernie Shipping Co. | 142 | 623 | | | 13 | 623 |
| 26 | " Bank | — | | | 1208 | — | 1208 |
| | " Bills Payable, No. 1 | — | | 1588 | | 14 | 1564 |
| | " Merchandise: | — | | | | | |
| | " Purchases | — | | 200 | | 21 | 200 |
| 30 | " L. Belanger & Co. | 138 | 600 | | | 19 | 600 |
| | " Bank | — | | | 350 | — | 350 |
| 31 | " Bank | — | | | 4135 | — | 4135 |
| | " General Expenses | — | | 150 | | 18 | 150 |
| | " Salaries | — | | 500 | | 15 | 500 |
| | " Rent | — | | 200 | | 16 | 200 |
| | " Private Drawings | — | | 600 | | 17 | 600 |
| | | | \$9132 | \$4428 | 20930 | | \$34323 |
| | By Balance c/d: | | | | | | 210 |
| | Cash in Office | | | | \$20930 | | \$34533 |
| n. 31 | Debit: | | | | | | |
| | Trade Creditors, | 54 | \$9132 | | | | |
| | Ledger Control | 3 | 40 | | | | |
| | Petty Cashier | — | | | | | |
| | Merchandise: | — | | | | | |
| | " Purchases | 41 | 600 | | | | |
| | " Furniture and | — | | | | | |
| | " Fixtures | 5 | 600 | | | | |
| | " General Expenses | 12 | 300 | | | | |
| | " Salaries | 7 | 500 | | | | |
| | " Rent | 9 | 200 | | | | |
| | " Private Drawings | 15 | 600 | | | | |
| | " Bills Payable | 38 | 1588 | | | | |
| | " Bank | 17 | 20930 | | | | |
| | Credit: | | | | | | |
| | Discounts, Credit | 25 | | 167 | | | |
| | Office | 200 | | 34323 | | | |
| | | | \$34490 | \$34490 | | | |
| n. 1 | By Balance b/d: | | | | \$8177 | | |
| | Credit at Bank | | | | | | |

The student, having learned the use of the preceding cash be developed and changed, in order to suit the needs of tion of No. 4, the letters indicating how the

[illegible]

books, Nos. 4, 6, and 8, should study how their rulings can differ businesses. The ruling given below is an elaborate—original columns have been subdivided.

| Date | Account to be Debited | Lr. Fo. | Vr. Ref. | Trade Creditors Ledger | General Ledger | Salaries and Wages | General Expenses | M'dse. Cash Purchases | Coll's and Credits Excha. | Purchase Cash Disc. | Withdrawals Bank | |
|---------|---------------------------------|---------|----------|------------------------|----------------|--------------------|------------------|-----------------------|---------------------------|---------------------|------------------|-----------|
| | | | | | | | | | | | A/c No. 1 | A/c No. 2 |
| | | | | | | | | | | | | |
| Jan. 2 | Petty Cashier | — | P.C.B. 1 | | \$40 | | | | | | \$40 | |
| 4 | Merchandise: Purchases | — | 1 | | | | | \$200 | | | | \$200 |
| | J. Jeffreys | 120 | 2 | \$1490 | | | | | | \$28 | 1462 | |
| 6 | Furniture and Fixtures | — | 3 | | 400 | | | | | | 400 | |
| 9 | H. Gregson & Co. | 125 | 4 | 1453 | | | | | | 25 | 1428 | |
| | G. Doncaster & Co. | 147 | 5 | 842 | | | | | | 18 | 824 | |
| 11 | H. Findlay | 151 | 6 | 940 | | | | | | 19 | 921 | |
| 12 | A. Graham & Co. | 130 | 7 | 1046 | | | | | | 21 | 1023 | |
| 13 | Phoenix Oil Co. | 135 | 8 | 438 | | | | | | 5 | 433 | |
| 17 | Furniture and Fixtures | — | 9 | | 200 | | | | | | 200 | |
| | General Expenses | — | 10 | | | | \$150 | | | | | 150 |
| 19 | J. Byers & Co. | 152 | 11 | 250 | | | | | | 4 | 246 | |
| 20 | Palatine Manfg. Co. | 157 | 12 | 1450 | | | | | | 23 | 1427 | |
| | Merchandise: Purchases | 41 | 20 | | | | | 200 | | | | 200 |
| 23 | Fernie Shipping Co. | 142 | 13 | 623 | | | | | | | 623 | |
| 26 | Bills Payable, No. 1 | — | 14 | | 1588 | | | | \$24 | | 1564 | |
| | Merchandise: Purchases | — | 21 | | | | | 200 | | | | 200 |
| 30 | L. Belanger & Co. | 138 | 19 | 600 | | | | | | | 600 | |
| 31 | Salaries | — | 15 | | | \$500 | | | | | | 500 |
| | Rent | — | 16 | | 200 | | | | | | 200 | |
| | General Expenses | — | 18 | | | | 150 | | | | | 150 |
| | Private Drawings | — | 17 | | 600 | | | | | | 600 | |
| | | | | \$9132 | \$3028 | \$500 | \$300 | \$600 | \$24 | \$143 | \$11993 | \$1400 |
| Jan. 31 | By Balance c/d | | | | | | | | | | 8187 | 200 |
| | | | | | | | | | | | \$20180 | \$1600 |
| Jan. | Debit: | | | | | | | | | | | |
| | Trade Creditors, Ledger Control | 54 | | \$9132 | | | | | | | | |
| | Petty Cashier | 3 | | 40 | | | | | | | | |
| | Furn. & Fixtures | 5 | | 600 | | | | | | | | |
| | Bills Payable | 38 | | 1588 | | | | | | | | |
| | Rent | 9 | | 200 | | | | | | | | |
| | Private Drawings | 15 | | 600 | | | | | | | | |
| | Salaries & Wages | 7 | | 500 | | | | | | | | |
| | General Expenses | 12 | | 300 | | | | | | | | |
| | M'dse.: Purchases | 41 | | 600 | | | | | | | | |
| | Credit: | | | | | | | | | | | |
| | Coll's & Exchange | 205 | | | \$24 | | | | | | | |
| | Disc.: Purchases | 25 | | | 143 | | | | | | | |
| | Bank, No. 1 | 17 | | | 11993 | | | | | | | |
| | Bank, No. 2 | 209 | | | 1400 | | | | | | | |
| | | | | \$13560 | \$13560 | | | | | | | |

The headings for the columns in Cash Book No. 9 should read^{as} follows, expressed in full—

| Column | Headings in Full | Suggested Abbreviations |
|--------|--|---------------------------|
| | Date | Date |
| | Account to be Credited | A/c to be Cred. |
| | Ledger Folio | L.F. |
| | Voucher Reference | V.R. |
| A | Trade Debtors Ledger: Northern District | T.D.L. North |
| A | Trade Debtors Ledger: Southern District | T.D.L. South |
| B | General Ledger | Gen. Led. |
| B | Merchandise Cash Sales | Cash Sales |
| C | Bills and Notes Charges, Collections and Exchange. | Bills Charges, Col. & Ex. |
| C | Sales Cash Discounts | Sales Discounts |
| D | Sundries Receipts | Sundries |
| E | Deposits in { A/c No. 1 | Bank { A/c No. 1 |
| E | Bank { A/c No. 2 | Deposits { A/c No. 2 |
| | Date | Date |
| | Account to be Debited | A/c to be deb. |
| | Ledger Folio | L.F. |
| | Voucher Reference | V.R. |
| F | Trade Creditors Ledger | T.C.L. |
| G | General Ledger | Gen. L. |
| G | Salaries and Wages | Sal. & Wgs. |
| G | General Expenses | Gen. Ex. |
| G | Merchandise Cash Purchases | Cash Purchases |
| H | Bills and Notes Credits and Exchange | Bills, Credits, Exchange |
| H | Purchase Cash Discounts | Purchase Discs. |
| I | Withdrawals { A/c No. 1 | Bank { A/c No. 1 |
| I | from Bank { A/c No. 2 | Withdrawals { A/c No. 2 |

Ruling General Journal. No. 10.

| Date | Accounts to be Debited and Credited | Vr. | L.F. | Debits | Credits |
|--------|--|-----------------|--|---|---------|
| Dec. 1 | <i>K. Leslie</i> Dr. to <i>Returns of Purchases</i> For Merchandise returned as not being up to sample, see <i>Debit Trade Creditors Lr. Control A/c</i> | 245 | 106 24 85 | \$125 | \$125 |
| 7 | <i>L. Gordon & Co.</i> Dr. to <i>Bills Payable</i> For Bill Payable No. 146 in settlement of their A/c to Nov. 30 as per <i>Debit Trade Creditors Lr. Control A/c</i> | B. 27 | 115 30 85 | 2000 | 2000 |
| 8 | <i>Allowances on Sales</i> Dr. to <i>G. Williams</i> For allowance made them for damaged merchandise as per <i>Credit Trade Debtors Lr. Control A/c</i> | C/N 354 | 20 315 95 | 245 | 245 |
| 11 | <i>Office Equipment</i> Dr. to <i>J. Fells & Co.</i> For various items of equipment as per Invoice <i>Credit Trade Creditors Lr. Control A/c</i> | P. Inv. 1054 | 10 120 85 | 600 | 600 |
| 14 | <i>Bills Receivable</i> Dr. to <i>G. Henson & Co.</i> For Bill Receivable No. 322 in settle- ment of their a/c to Nov. 30 as per <i>Credit Trade Debtors Lr. Control A/c</i> | B. 58 | 35 320 95 | 3000 | 3000 |
| 16 | <i>W. Fowler</i> Dr. to <i>Bills and Notes, Collections</i> and <i>Exchange</i> For charges on renewing his Bill Re- ceivable No. 325 <i>Debit Trade Debtors Lr. Control A/c</i> | B. 58 | 330 45 95 | 125 | 125 |
| 31 | <i>General Office Expenses</i> Dr. to <i>Accrued Expenses, Suspense</i> For charges as follows (here details should follow) not yet brought into books. | | 50 75 | 75 | 75 |
| 31 | <i>Trading</i> Dr. to (Sundries)— <i>Merchandise Inventory</i> (Inventory at July 1st) <i>Purchases : Credit</i> <i>Purchases : Cash</i> <i>Inward Frt., etc., on Purchases</i> <i>Allowances on Sales</i> <i>Returns of Sales</i> <i>Outward Frt., etc., on Sales co-</i> <i>vered in Selling Price</i> Transfers to close accounts for 6 months to date. | | 55 60 65 70 73 20 18 16 | 187000 10000 150000 8000 2000 6000 4000 7000 | |

| Date | Accounts to be Debited and Credited | Vr. | L. F. | Debits | Credits |
|---------|--|----------------------|---|---|----------------|
| Dec. 31 | Sundries— Dr. to Trading Sales : Credit Sales : Cash Allowances on Purchases Returns of Purchases Merchandise Inventory Inventory at Dec. 31st | Invty. File 25 | 55 12 14 62 24 60 | 280000 15000 5000 3000 15000 | 318000 |
| 31 | Trading Dr. to Profit and Loss or General Operating Transfer of Gross Profit for period. | | 55 80 | 131000 131000 | 131000 |
| 31 | Purchase Cash Discounts Dr. to Profit and Loss or General Operating Transfer of Profit on Purchase Cash Discounts. | | 102 80 | 1500 1500 | 1500 |
| 31 | Profit and Loss or General Operating Dr. to— Sales Dept. Expenses Salesmen's Salaries General Office Salaries General Office Expenses Reserve for Depreciation on Office Equipment 5% p.a. for 6 mos. on \$10,000. Sales Cash Discounts Bills and Notes, Collections and Expenses Reserve for Bad Debts ½ of 1% on Gross Credit Sales, \$150000. Fire Insurance : Office Writing off ½ of premium of a 3 years' policy. Transfer of various charges and expenses for six months to date. | | 80 115 125 130 135 7 106 110 100 140 | 21240 1800 775 375 40 | |
| 31 | Profit and Loss or General Operating Dr. to Private Drawings Transfer of Net Profit for six months to date. | | 80 3 | 111260 111260 | 111260 |
| | | | | \$776170 | \$776170 |

- NOTE 1. The General Journal should be totalled so that certain clerical errors may be eliminated.
- The headings of amounts recording charges, expenses, and profits for *Profit and Loss* or *General Operating* are not intended to be a suggestion of all that are usually necessary: those given are only representative, so that the student may see how closing entries should be made.
 - Some may prefer to write Allowances on Sales, etc., against sales, so as to produce the Net Credit Sales; and to do the same to produce Net Credit Purchases.

Ruling General Journal. No. 11.

Suitable for an office where a large number of entries, affecting both Trade Debtors or Accounts Receivable Ledger Control Account and Trade Creditors or Accounts Payable Ledger Control Account, are passed through the General Journal.

Debits are segregated in columns according to their ledgers, and Credits are treated similarly.

| Date | Accounts to be Debited and Credited | Vr. | L.F. | Debits | | | Credits | | |
|--------|---|----------------|-----------|----------------------------------|---------------------------------|---------------------------|----------------------------------|---------------------------------|---------------------------|
| | | | | Trade Debtors or A/cs Receivable | Trade Creditors or A/cs Payable | General or Private Ledger | Trade Debtors or A/cs Receivable | Trade Creditors or A/cs Payable | General or Private Ledger |
| Dec. 1 | <i>K. Leslie</i> Dr. to <i>Returns of Purchases</i> For Merchandise returned as not being up to sample. | | 106 24 | | \$125 | | | | \$125 |
| 7 | <i>L. Gordon</i> Dr. to <i>Bills Payable</i> For Bill Payable No. 146 on settlement of their A/c to Nov. 30th. | B. 27 | 115 30 | | 2000 | | | | 2000 |
| 8 | <i>Allowances on Sales</i> Dr. to <i>G. Williams</i> For allowance made them for damaged m'dse. | C/N 354 | 20 315 | | \$245 | | \$245 | | |
| 11 | <i>Office Equipment</i> Dr. to <i>J. Fells & Co.</i> Various items as per Invoice | P. In. 1054 | 10 120 | | 600 | | | \$600 | |
| 14 | <i>Bills Receivable</i> Dr. to <i>G. Hanson & Co.</i> Bill Rec. No. 322 in settlement of their A/c to Nov. 30 | | 35 320 | | 3000 | | 3000 | | |
| 16 | <i>W. Fowler</i> Dr. to <i>Bills and Notes, Coll'n and Exchange</i> For charges renewing his Bill Rec. No. 325. | B. 58 | 330 45 | \$125 | | | | | 125 |
| | <i>Note.</i> The remainder of the entries in No. 10 are not repeated, as they only concern the General, Private, or Impersonal Ledger columns. These entries total as follows | | | | | 770075 | | | 770075 |
| | The Journal would be closed for the month as follows | | | 125 | 2125 | 773920 | 3245 | 600 | 772325 |
| | <i>Debit:</i> Trade Drs. Lr. Control Trade Crs. Lr. Control Gen. Ledger: Sundries | | 95 85 | \$125 2125 773920 | | | | | |
| | <i>Credit:</i> Trade Drs. Lr. Control Trade Crs. Lr. Control Gen. Ledger: Sundries | | 95 85 | \$3245 600 772325 | | | | | |
| | | | | 776170 | | | | | |

Ruling Purchases (or Sales) Journal. No. 12.

GROUPS F, G, H, I, J, L, M, N, O

| Date | Account to be Credited (Purchases) " " Debited (Sales) | L.F. | Vr. | Amount of Invoice |
|--------|---|------|-----|-------------------|
| Jan. 1 | W. Smith | 36 | 145 | \$4500 |
| 15 | L. Stephens | 48 | 146 | 2000 |
| 31 | H. Johnstone | 73 | 147 | 5400 |
| | 1 Debit Merchandise Purchases | 26 | — | 11900 |
| | 1 Credit Trade Creditors Lr. Control | 54 | — | 11900 |
| | Accounts Payable Lr. Control | 54 | — | |

¹ In the case of the Sales Journal these items would appear as follows—
Credit Merchandise Sales
Debit Trade Debtors or Accounts Receivable Lr. Control

Ruling Purchases (or Sales) Journal. Columnar or Departmental. No. 13.

GROUPS K, N, R, X

| Date | Account to be Credited (Purchases) | L.F. | Vr. | Total of Invoice | Cottons | Silks | Woollens |
|--------|--|------|-----|------------------|---------|--------|----------|
| Jan. 1 | W. Smith | 36 | 145 | \$4500 | \$1500 | \$2000 | \$1000 |
| 15 | L. Stephens | 48 | 146 | 2000 | 500 | 1000 | 500 |
| 31 | H. Johnstone | 73 | 147 | 5400 | 2400 | 2000 | 1000 |
| | Credit Trade Crs. or A/cs Payable Ledger Control | 54 | | \$11900 | \$4400 | \$5000 | \$2500 |
| | Debit— | | | | | | |
| | Cottons : Purchases | 26 | | \$4400 | | | |
| | Silks : Purchases | 29 | | 5000 | | | |
| | Woollens : Purc'ses | 32 | | 2500 | | | |
| | | | | \$11900 | | | |

Ruling Purchases. Columnar or Departmental. No. 14.

This is an elaboration of No. 13

| (1) | (2) | (3) | (4) | (5) | (6) | (7) | (8) | (9) | (10) | (11) | (12) | (13) | (14) |
|--------|------------------------------------|-----------|-----------|------|--|---------------------------------|----------------------|------------------------|---------|---------|---------|----------|-----------------|
| Date | Creditor | Terms | Invc. No. | L.F. | Trade Creditors or Accounts Payable, Cr. | Freight Duty and Brokerage, Cr. | Total Laid Down Cost | Departmental Purchases | | | | Sundries | |
| | | | | | | | | Cottons | Silks | Woolens | Linens | | Ledge Account |
| Jan. 1 | W. Smith, Toronto | n/30 | 145 | 36 | \$4,500 | \$425 | \$4,925 | \$1,625 | \$2,200 | \$1,100 | | | |
| 3 | Kavanagh & Co., Printers, Montreal | 1/10 n/30 | 146 | 84 | 120 | — | 120 | | | | | | |
| 4 | Burns Linen Co., Montreal | n/30 | 147 | 80 | 2,000 | 150 | 2,150 | | | | \$2,150 | | Office Supplies |

The amount of the Invoice is entered in column (6), and from there credited to the creditor concerned.

Freight, Duty, and Brokerage on the purchase are entered in column (7), and the total of columns (6) and (7) is entered in column (8).

The figure in column (8) is then distributed over columns (9) to (13).

If an invoice contains items for more than one column, the distribution of the Freight, Duty and Brokerage over the departments can be noted on the face of the invoice.

The monthly total of the Trade Creditors or Accounts Payable column is posted to the credit of the Ledger Control Account concerned.

The Monthly total of the Freight, Duty, and Brokerage column or its analysis is posted to the credit of their account or accounts in the Private or General Ledger.

The Totals of columns (9) to (12) are posted to the debit of the Purchases concerned.

Column (13) should be analysed and the summary posted to the debit of the accounts concerned.

The posting of these totals can be done best from a Monthly Summary, which will show the totals of columns (9) to (12) plus the analysis of column (13) agreeing with the total of columns (6) and (7).

Ruling Voucher Register. No. 15.

The Voucher Register is a development of the Purchase Journal. Columns No. (1) to (14) from Ruling, Purchase Journal, No. (14) are repeated in the ruling below.

A concern which pays its accounts regularly can dispense with the {Accounts Payable or Trade Creditors} Ledger, or Purchase

The account, which would have been the Control or Total Account for that Ledger, remains in the General Ledger, but is called the "Vouchers Payable" Account.

The items are entered as in the Purchase Journal. All accounts are settled at the close of the month, and the date and manner of settlement are recorded in the columns provided, Nos. (15) to (26).

| (1) | (2) | (3) | (4) | (5) | (6) | (7) | (8) | Departmental Purchases | | | | Sundries | | Settlements | | | | | | | | | |
|--------|-------------------|---------|----------|---------|-------------------|--------------------------------|-----------|------------------------|-------|------------|----------|------------|---------|----------------|------------------------|------------|---------------|-----------|-------|------------|----------|----------|------------|
| Date | Creditor | Terms | Inv. No. | Lr. No. | Amount of Voucher | Freight, Total Duty & Bro. Cr. | Laid Cost | Cot- tons | Silks | Wool- lens | Lin- ens | Ledge. A/c | Date | Paid by | | Dis- count | Al- low- ance | Returns | | | | Total | |
| | | | | | | | | | | | | | | Cash or Cheque | Bill or Note Pay- able | | | Cot- tons | Silks | Wool- lens | Lin- ens | Sundries | Ledge. A/c |
| | | | | | | | | | | | | | | | | | | | | | | | |
| Jan. 1 | W. Smith, Toronto | 30 days | 145 | 36 | 4500 | 425 | 4925 | 1625 | 2200 | 1100 | | | Jan. 31 | 4500 | | | | | | | | | 4500 |

At the end of the month the total of column (6) is posted to the credit of "Vouchers Payable Account." The total of column (7) or its analysis is credited to its account or accounts, and the totals of columns (9) to (12) and the analysis of column (13) are debited to the appropriate accounts. These monthly debits and credits should be shown in a summary as has been done for Rulings (4), (6), (8), (9) and (11).

The totals of the columns under the heading "Settlements" should be summarized similarly. The total of column (26) is posted to the debit of "Vouchers Payable Account." Column (16) will already be credited to the Bank and Cash through the Cash Book. Column (18) will have been dealt with through the Cash Book, having recorded Cash Discount. The totals of columns (17), (19), (20) to (23), and the analysis of column (24) are posted to the credit of the appropriate accounts.

The difference between columns (6) and (26) will give the total of vouchers (for purchases and charges) unpaid at the close of the month. A list of these unpaid accounts should be prepared and recorded separately from the figures for the following month, so that they can be dealt with specially, and confusion be avoided. As soon as the Voucher Register is closed for a month, no further records must be made in the section closed off. The settlement of accounts for that month, if dealt with late, must be recorded specially.

Ruling Bills and Notes Payable. No. 16. { This Bill Register will be a subsection of the original General Journal, postings being made direct from it to the Ledgers.

| Date | No. of Bill | Drawer | In whose Favour Drawn or Promisee | Personal Account to be Debited | Lr. Fo. | Amount | Where Payable | Date of Bill | Tenor | Due Date | Remarks |
|--------|-------------|------------------|---|--------------------------------|---------|--------|----------------------------|--------------|---------------------|----------|---|
| Jan. 9 | 109 | Brown & Co. | J. Hill & Co. | Brown & Co. | 1036 | \$2000 | Bank of Montreal, Montreal | Jan. 9 | 30 days from date | Feb. 11 | Feb. 11. Charged to our A/c at Bank |
| 20 | 110 | H. Renwick & Co. | H. Renwick & Co. | H. Renwick & Co. | 837 | 3000 | Bank of Montreal, Montreal | Jan. 17 | 2 months from sight | Feb. 23 | Jan. 24. Retired under discount, charged to our A/c at Bank |
| 24 | 111 | W. Gamble & Co. | Thompson, Anderson & Co. | Cory Bros, Melbourne | 1234 | 4000 | Bank of Montreal, Montreal | Jan. 20 | 3 months from date | Apr. 27 | |
| | | | Credit: Bills Payable A/c Debit: Trade Debtors | Lr. Creditors or Control | 28 | \$9000 | | | | | |
| | | | | A/cs Payable | 54 | \$9000 | | | | | |

When a Bill Payable is renewed, it will be re-credited through the General Journal to the account previously debited with it, the adjustment to the Control or Total Account being made from the General Journal. Any extra charges not paid at the time of the renewal will also be credited to the account. The new Bill Payable will be entered as before.

Ruling Bills and Notes Receivable. No. 17. { This Bill Register will be a subsection of the original General Journal, postings being made direct from it to the Ledgers.

| Date | No. | Acceptor or Promiser | Drawer | Account to be Credited | Lr. Fo. | Amount | Where Payable | Date of Bill | Tenor | Due Date | Remarks |
|--------|-----|----------------------|--|--------------------------|---------|--------|------------------------------------|--------------|---------------------|----------|---|
| Mar. 1 | 81 | L. Houseman & Co. | J. Drinkwater | H. Meynell & Co. | 932 | \$6000 | Canadian Bank of Commerce, Toronto | Feb. 28 | 3 months from date | May 31 | Discounted with Bank of Montreal, March 2nd, 1928 |
| 1 | 82 | E. Leitch & Co. | Selves | E. Leitch & Co. | 724 | 2500 | Dominion Bank, Toronto | Feb. 28 | 2 months from sight | May 1 | Paid at maturity |
| | | | Debit: Bills Receivable Credit: Trade Debtors | Lr. Creditors or Control | 37 | \$8500 | | | | | |
| | | | | A/cs Receivable | 62 | \$8500 | | | | | |

When a Bill Receivable is dishonoured or renewed, it will be re-debited through the General Journal to the account previously credited with it, the adjustment to the Control or Total Account being made from the General Journal. In the case of a renewal, any extra charges not paid at the time of renewal will also be debited to the account. The new Bill Receivable will be entered as before.

Ruling Petty Cash Book. No. 18.

[illegible]

Scheme of Subdivision for Manufacturing, Trading, Profit and Loss, and other Statements intended to show the history of a concern for a period ; also Notes regarding the Balance Sheet.

When arranging for the financing of a concern, those responsible must first consider—

(a) The total investment necessary to carry on its operations.

This sum may be found partially from capital supplied by the owners (partners or shareholders), and partially from money borrowed (loans made, bonds or debentures issued). This total sum is often referred to as the "Capitalization." It may be necessary to increase it later, and this may be done by the owners supplying further capital, more money being borrowed, or profits being retained in the business. All sums coming under these three categories form the "Capitalization." If any capital has been lost, it will be deducted from this figure, and the result will be the "Net Capitalization."

The concern will be formed to carry on operations of a certain type, or a business of a definite class. This is the regular business of the concern. The type and class may be plural.

(b) Those responsible must consider at regular intervals the results of carrying on their regular business with their capitalization. They must know the net profit or net loss earned by the capitalization in the regular business.

(c) They must know how this net profit or loss is decreased or increased by the payment of interest for those portions of the capitalization, which have been borrowed, by profits and losses which are extraneous to the regular business, and so on.

(d) They must know how the final net increase or net decrease for the period will be disposed of.

(e) They must have a statement which indicates how the concern stands financially at the close of each period—the Balance Sheet.

The scheme given on pages 60-64 is intended to provide for the above.

| Under Review | Name of Statement: based on Ledger A/c of same name, unless stated otherwise | Principal Object of Statement | Principal Debits | | Principal Credits | |
|--|---|--|---|---|---|--|
| | | | Main Headings, etc. | Comments | Main Headings | Comments |
| Factory in Operation, also Operations of Department Purchasing Raw Material. | Manufacturing, based on Work-in-Progress Account or Accounts. | To show cost of Goods Finished or Jobs or Contracts completed. | (A) Opening Inventory, Work-in-Process. (B) Direct Material put into Process. (C) Direct Wages. (D) Direct Expense. (E) Factory Overhead: Variable Ex. (F) Factory Overhead Ex.: Standing. | | (1) Cost of Goods Finished or of Jobs completed. (2) Closing Inventory Work-in-Process. | Item (2) can be shown as a deduction from Total Debits. |
| Result of Operations of Sales and Shipping Deptts., also Operations of Department Purchasing Finished Goods. | Trading. | To show difference between Cost of Goods Sold and the Proceeds from Sales as stated in the Sales Department and carried through by the Shipping Department; that is to say, the Gross Profit on Trading. | (G) Opening Inventory of Finished Goods. (H) Cost of Goods Finished, etc., less Purchases of Finished Goods. (I) Inward Freight on Purchases of Finished Goods. (J) Duty on Purchases of Finished Goods. (K) Other direct costs of acquisition for Purchases of Finished Goods. (L) Returns of Sales. (M) Rebates and Allowances on Sales for Damaged Goods, etc. (N) Outward Freight on Sales, which has been covered by a special increase in Selling Prices. (E.g. C.I.F. and C. and F. quotations.) (O) Gross Profit. | Items (I), (J) and (K) should be shown as additions to (H) Purchases. Items (L), (M) and (N) should be shown as deductions from item (3). | (3) Gross Credit Sales. (4) Cash Sales. (5) Returns of Purchases. (6) Rebates and Allowances on Purchases for Damaged Goods, etc. | Items (5) and (6) should be shown as deductions from item (H). |
| Internal Administration by Chief Executive, Managing Director, Partners as Managers, etc., and their Officers. | General Operating Profit and Loss A/c if no special General Operating A/c. | To show what the "Net Capitalization" has earned in carrying on the business, for which the concern was formed. | (P) Warehousing. (Q) Selling: Direct Selling. (R) Selling: Shipping and Delivery. (S) Administrative and General Financial Management. Expenses, Charges controlled by Officers of the concern, such as: (T) Gross Profit. | Items coming under (T) are expenses and charges of the Regular Business. Items (S) and (Q) can be shown as deductions from (T). It is important that items (T), (S) and (Q) | (7) Gross Profit. (8) Cash Discounts on Purchases. (9) Profits on Exchange. (10) Income from Investments, which are held principally to secure a | Items (8) and (9) can be shown as deductions from (7). Item (10) cannot be dissociated from the Regular Business, under the cir- |

| | | | | | | |
|--|---|---|---|---|--|-------------------------|
| various departments, other than the Factory, and Expenses and Charges controlled by those departments. | | | Cash Discounts on Sales, Collection Charges, Bad Debts, On Exchange, Special Losses and expenses, but connected with the Regular Business, such as: (U) Closing-down Expenses of Factory; (ii) Loss due to heavy, sudden, unexpected, and permanent drop in Inventory Values. | should not be confused with capital interest when they will indicate the efficiency of those responsible for Cash Collections, Granting of Credit, Internal Finance, etc. | controlling interest in other than necessary the profits from the Regular Business can be enhanced by that controlling power. | circumstances outlined. |
| Cost of Financial Administration of Concern for which Owners or Directors are responsible. | Net Income (section of the Profit and Loss A/c if no special Net Income A/c). | To show the net increase or decrease to Partnership or Net Worth of the concern, as a result of all operations, of the Regular Business or otherwise. | (W) Net Loss from Regular Business. (X) Charges for "Capitalization" which has been raised on loan, e.g.: (i) Interest on Bonds and Loans. (ii) Interest on Long-term Loans. (Y) Losses from Operations outside the Regular Business. (Z) Net Income for the Period. | | (11) Net Loss from Regular Business. | |
| Shareholders' or Owners' Return for their Investment. Financing for Future Out of Profits. | Revenue Surplus or Appropriation. | Disposal of Net Income or Total Loss for period. | (AA) Total Loss for the Period. (BB) Appropriations to cover Losses belonging to prior periods. (CC) Appropriations to General Reserve and other Reserves of the Business. (DD) Interest on Partners' Capital. (EE) Dividends or Transfers to Partners' Current A/cs. | | (12) Net Profit from Regular Business. (13) Income from Investments, the holding of which has nothing to do with the Regular Business. If these Investments are sold it will not affect the profit-earning capacity of the Regular Business. (14) Profits from Operations outside the Regular Business. (15) Total Loss for the Period. | |
| | | | | | (16) Net Income for Period. (17) Profits belonging to prior periods. (18) Interest on Partners' Overdrawings. (19) Transfers to Capital (as directed by owners, etc). (20) Transfers to Partners' Current Accounts. | |

The *Balance Sheet* should summarize the debit and credit balances, which remain after the Profit and Loss Accounts have been written up, in such a manner that the financial position of the concern can be readily grasped.

At least, the following classes of assets and liabilities should be shown separately—

- (a) Cash ;
- (b) Debts owing to the concern from its customers ;
- (c) Debts owing to the concern from its directors, officers, and shareholders respectively, or from its partners if it is owned by a partnership ;
- (d) Stock-in-trade, or inventories of merchandise ;
- (e) Expenditures made on account of future business (*also called* "deferred charges to operation" and "expenses paid in advance") ;
- (f) Lands, buildings, and plant ;
- (g) Goodwill, franchises, patents and copyrights, trade-marks, leases, contracts and licences ;
- (h) Debts owing by the concern secured by mortgage or other lien upon the property of the concern ;
- (i) Debts owing by the concern, but not so secured ;
- (j) In the case of a partnership, the capital contributed by each partner under the terms of the partnership agreement ;

And in the case of a public company or corporation the amounts of common and preferred shares, subscribed for and allotted and the amount paid thereon, showing the amount thereof allotted for services rendered, for commissions, or for assets required since the last annual meeting ; the amounts for common shares should be shown distinctly from those of the preferred shares ;

And in the case of other concerns the amount at the credit of Capital Account, if they have one.

(k) Indirect and contingent liabilities should be shown on the Balance Sheet as a memorandum, if they do not appear as a special liability off-set by some right-of-action with a corresponding value ;

(l) The amount written off on account of depreciation of plant, machinery, goodwill, and similar items, should be shown in the Balance Sheet or in the statements which accompany it.

(m) If a reserve has been made to cover some loss such as bad

debts, cash discounts, or depreciation, it is usually best to show it is a deduction from the asset to which it belongs, as follows—

| | | |
|--|-------------|----------|
| Trade Debtors or Accounts Receivable | \$234000 | |
| Less : Reserve for Bad Debts | \$1170 | |
| Reserve for Discounts | 2340 | |
| | <u>3510</u> | \$230490 |

In this way, the estimated net present value of the asset to the concern is extended into the main column on the Assets side of the Balance Sheet.

(n) In any case reserves, which have to be made before net profits from operations can be said to have been found, must be grouped separately from reserves, which have been built up by appropriations of profits.

(o) Temporary investments must be shown separately from permanent investments. The former are securities, etc., which should be readily realizable, and are current assets. The latter are of the nature of fixed assets ;

(p) Any special fund of investments should be shown distinctly from other items, e.g.—

| <i>Assets Side</i> | <i>Liabilities Side</i> |
|---|--|
| Bond Redemption Sinking Fund Reserve Invest- ments, in hands of Trus- tees for Bond-holders . . \$154000 | Bond Redemption Sinking Fund Reserve . . . \$154000 |

(q) Treasury stock and losses of capital should be shown as a deduction from capital ;

(r) Organization or preliminary expenses should be shown as a separate item.

The assets and debit balances, and liabilities and credit balances, should be shown in a definite order. The assets, etc., most easily realized could be shown first and those of a fixed but intangible nature (goodwill, etc.) last. The liabilities should correspond. On the other hand, the reverse order may be taken.

NOTES. (1) The General Operating Statement can be further subdivided as follows—

After the Warehousing and Selling, Direct and Shipping, Expenses (P, Q, and R) have been charged against the Gross Profit (7), the balance can be brought down, being called the Net Selling Profit.

After the Administrative and General Expenses (S) have been charged, the balance can be brought down and called the Net Trading Profit.

(2) It will be noted that the operations of the managers and their officers are under review up to the close of the General Operating Statement. From the Net Income Statement onwards the directors (in a public company) or the owners (in a partnership) are immediately responsible for the transactions set out.

(3) The "General Operating" and "Net Income" Statements are subsections of the "Profit and Loss Statement."

(4) The Dominion of Canada and Quebec Companies Acts require items lettered (a) to (l) to be shown separately in Balance Sheets submitted to shareholders at their annual meetings.

*Group A.**Exercises Nos. 1-7.*

Special Features. Ledger Accounts.

Debit and Credit.

Required. Ledger.

Instructions. Write up Ledger Accounts.

Take out a Trial Balance.

Close off Ledger Accounts, bringing down balances
ready for next period.

A 1.

The transactions of J. Hanson were as follows—

- Jan. 2. Borrowed \$3000 from W. Smith & Co.
3. Bought on credit tea from Liptons, Ltd, \$3500.
4. Paid Liptons, Ltd. on account, \$1500.
5. Sold tea to W. Nevin, credit, \$3000.
6. Sold remainder tea for cash, \$1050.
7. Received from W. Nevin, cheque, \$3000.
9. Paid Liptons on account, \$500.
10. Paid expenses in cash, \$60.

D. Murray's transactions—

A 2.

- Feb. 1. Started business \$2000 cash in hand.
2. Bought for cash, merchandise \$1800.
6. Sold to Robertson for \$1200 half of the merchandise bought on 2nd Feb.
7. Robertson paid in cash, \$1200.
8. Lent Hanson & Co. cash, \$400.
9. Paid in cash expenses, \$60.
11. Bought on credit merchandise from Morgan & Co., \$600.

Stock of Goods on hand at 11th Feb., \$1500.

Transactions of W. Goforth—

A 3.

- Mar. 19. Started business with stock of goods valued at \$1000.
Cash \$800, and owing Wilson Bros. \$900.
19. Sold to Harrison & Co. goods on credit, \$485.
20. Bought goods from J. Day upon credit, \$408.
21. Paid to J. Day in cash \$300 on account, and paid Wilson Bros. \$250 on account.
22. Received from Harrison & Co. cash, \$485.
24. Paid expenses cash, \$60.

Stock on hand at end of March 24th, \$1100.

Transactions of J. Dickson—

A 4.

- April 2. Started business with \$8000 cash.
4. Bought goods for cash, \$5150.
7. Sold goods on credit to D. Paton, \$4500.
11. Paid in cash, expenses \$50, advertising \$60.
12. Sold goods on credit to L. Ogilvie, \$800.
13. Paid in cash salaries, \$50.
16. Received cash from Paton on account, \$3000.
20. Paid in cash office rent \$40 and expenses \$65.

Stock at end, nil.

Transactions of C. Maxwell—

A 5.

| | | |
|----------|---|-------|
| Sept. 3. | Started business with cash | \$500 |
| 4. | Paid cash for goods purchased at an auction | 300 |
| 5. | Bought from Prince & Co. goods on credit | 800 |
| 7. | Sold goods for cash | 250 |
| 8. | Paid expenses in cash | 150 |
| 10. | Sold goods to Robertson & Co. on credit | 600 |
| 14. | Received from Robertson & Co. cash on account | 400 |
| 15. | Paid Prince & Co. cash on account | 600 |

Merchandise inventory at 15th September, \$600.

Transactions of M. Atkinson—

A 6.

| | | |
|---------|--|--------|
| Aug. 1. | Started business with goods | \$1000 |
| | Cash | 500 |
| | Owing to Holmes Bros. | 450 |
| 3. | Bought from Holmes Bros. goods on credit | 300 |
| 4. | Sold goods for cash | 450 |
| | Paid in cash, wages | 50 |
| 8. | Paid in cash, office expenses | 35 |
| 9. | Sold to Rae & Hill, on credit, goods | 800 |
| 10. | Bought goods for cash | 100 |
| 11. | Received from Rae & Hill, cash | 600 |
| 13. | Paid Holmes Bros. cash on account | 500 |
| 18. | Paid in cash, office expenses | 55 |

Stock of goods on hand at 12th August, \$400.

Transactions of H. Christie—

A 7.

| | | |
|---------|--|--------|
| June 2. | Started business with cash | \$6000 |
| 4. | Bought a consignment of sugar from Roberts & Co. on credit | 7500 |
| | Paid in cash landing and warehouse charges on the sugar bought | 150 |
| 5. | Paid Roberts & Co. cash on account | 3750 |
| 6. | Paid office expenses | 100 |
| 9. | Sold half of consignment of sugar bought from Roberts & Co. for cash | 3500 |
| 11. | Sold remainder of consignment of sugar to G. Currie on credit | 3600 |
| 12. | Received from G. Currie cash on account | 2750 |
| 16. | Paid Roberts & Co. balance due to them | 3750 |
| | Paid in cash wages | 80 |
| | Office expenses | 45 |

Group B.

Exercises Nos. 8-9.

Special Features. Journalizing.

Required. General Journal.

Ledger.

Instructions.

- No. 8. Enter the transactions in the General Journal.
Post from the General Journal to proper accounts in the Ledger.
Close off the Ledger as before.
Take out a Trial Balance.
- No. 9. In addition to the above, before closing off the Ledger, transfer by Journal entry the Gross Profit and Expenses to Profit and Loss or General Operating Account.

B 8.

On 1st January, J. Williamson started business as a wholesale dealer, with the following assets—

| | |
|----------------------------------|---------|
| Cash in bank | \$10000 |
| Merchandise | 1000 |
| Furniture and fixtures | 1000 |
| Land | 5000 |
| Building | 8000 |

As against these assets he owed \$5000 to W. MacKenzie, part of the purchase price of the land and building, so that W. MacKenzie was a creditor of the business.

Write the following transactions into his Journal and post to his Ledger—

| | | |
|---------|--|--------|
| Jan. 1. | Purchased merchandise on credit from P. Brown | \$5000 |
| 2. | Purchased merchandise on credit from W. Smith | 2500 |
| 3. | Returned merchandise to W. Smith as not being up to sample | 300 |
| 4. | Sold merchandise on credit to H. Jones | 3000 |
| 6. | Made the following credit sales— | |
| | W. Morgan | 2000 |
| | J. Thomas | 3000 |
| | H. Robinson | 2000 |
| 8. | J. Thomas returned part of goods forwarded to him as not being what he ordered | 500 |
| 10. | Purchased merchandise from P. Brown on credit | 2000 |
| 10. | Sent J. Thomas goods to replace those sent to him in error | 600 |
| 14. | Purchased furniture and fixtures on credit from H. Crawford | 800 |
| 16. | Made the following sales on credit— | |
| | H. Jones | 1500 |
| | H. Robinson | 700 |
| 18. | Made the following sales on credit— | |
| | J. Thomas | 3000 |
| | W. Morgan | 900 |
| 25. | Purchased merchandise from W. Smith | 2000 |
| 27. | Sold merchandise on credit to H. Jones | 1200 |
| 31. | Returned merchandise to W. Smith as not being up to sample | 500 |

His stock of merchandise on hand at the close of the period was valued at \$1400.

B 9.

| | | |
|---------|--|--------|
| Jan. 1. | W. Smith started business with— | |
| | Cash | \$2000 |
| | Merchandise | 2000 |
| 2. | He purchased merchandise on credit from W. Simpson | 4000 |
| 4. | He sold merchandise for cash | 200 |
| 9. | He paid W. Simpson cash | 1500 |

| | | |
|----------|---|--------|
| Jan. 10. | He sold merchandise on credit to H. Johnson . . . | \$4500 |
| 12. | He paid expenses by cash . . . | 100 |
| 15. | He purchased merchandise on credit from L. Thomas . . | 3000 |
| 17. | H. Johnson paid cash . . . | 4500 |
| 19. | He sold merchandise on credit to H. Williams . . . | 2200 |
| 21. | H. Williams paid cash . . . | 1000 |
| 26. | He sold merchandise on credit to H. Williams . . . | 500 |
| 29. | He sold merchandise on credit to H. Johnson . . . | 2000 |
| 31. | He paid expenses in cash . . . | 50 |

His inventory of merchandise on 31st January totalled \$1000.

*Group C.**Exercises Nos. 10-12.**Special Features.* Writing up Cash Book.*Required.* General Journal.

Cash Book (see Cash Book ruling No. 1).

Ledger.

Instructions.

Enter all the cash items in the Cash Book, closing off the Cash Book monthly.

Journalize the remainder.

From the Cash Book and Journal write up the Ledger.

Transfer the Expenses, etc., to Profit and Loss or General Operating Account.

Take out a Trial Balance.

C 10.

W. Robinson commenced business on 1st January with cash \$5000.

| | | | |
|-------|-----|---|--------|
| Jan. | 1. | He purchased merchandise for cash | \$2000 |
| | | He purchased office equipment for cash | 500 |
| | | He purchased merchandise on credit from W. King | 4000 |
| | 15. | He sold merchandise on credit to J. MacIntyre | 3000 |
| | 31. | He paid expenses in cash | 500 |
| Feb. | 2. | He sold merchandise for cash | 200 |
| | 8. | He sold merchandise on credit to H. James | 1000 |
| | 18. | He purchased merchandise on credit from L. Hughes | 2000 |
| | 24. | J. MacIntyre paid cash on account | 1000 |
| | 28. | He paid expenses in cash | 250 |
| Mar. | 2. | He paid L. Hughes cash | 1500 |
| | 10. | J. MacIntyre buys merchandise on credit | 800 |
| | 15. | He purchased merchandise on credit from L. Hughes | 1500 |
| | 20. | H. James paid cash | 1000 |
| | 30. | He paid W. King cash | 2000 |
| | 31. | He paid expenses in cash | 225 |
| April | 3. | J. MacIntyre paid cash | 1000 |
| | 7. | He sold merchandise on credit to H. James | 1500 |
| | 15. | He sold merchandise for cash | 600 |
| | 20. | J. MacIntyre paid cash | 500 |
| | | He sold merchandise on credit to W. Brown | 2000 |
| | 30. | He paid expenses in cash | 250 |
| May | 3. | J. MacIntyre paid cash | 1000 |
| | 8. | H. James paid cash | 500 |
| | 15. | He paid W. King cash | 1500 |
| | 30. | He paid expenses in cash | 200 |
| June | 2. | He sold merchandise for cash | 1000 |
| | 8. | He sold merchandise on credit to T. Roberts | 2000 |
| | 10. | He sold merchandise on credit to J. MacIntyre | 500 |
| | 30. | He paid expenses in cash | 250 |

His inventory of merchandise at 30th June was \$1600.

C 11.

Thos. Larkin commenced business on 1st July with cash \$10000, merchandise \$2000, and office equipment \$800.

| | | | |
|------|-----|---|-------|
| July | 1. | He purchased merchandise for cash | \$500 |
| | 2. | He sold merchandise on credit to W. Simpson | 2000 |
| | 10. | He sold merchandise for cash | 800 |
| | 12. | W. Simpson paid cash | 2000 |
| | 16. | He sold merchandise on credit to H. Rawlinson | 2500 |
| | 30. | He purchased merchandise on credit from J. Walsh | 2000 |
| | 31. | He paid expenses in cash | 400 |
| Aug. | 3. | He sold merchandise for cash | 200 |
| | 10. | He sold merchandise on credit to H. Elliot | 500 |
| | 15. | He sold merchandise on credit to W. Simpson | 3000 |
| | 19. | He paid cash to J. Welsh | 1000 |
| | 22. | He purchased merchandise on credit from T. Rutherford | 5000 |
| | 27. | He paid expenses in cash | 420 |

| | | | |
|-------|-----|---|--------|
| Sept. | 2. | He sold merchandise on credit to P. Kennedy | \$7000 |
| | 7. | W. Simpson paid cash | 2000 |
| | 12. | P. Kennedy paid cash | 5000 |
| | 18. | He sold merchandise on credit to W. Simpson | 800 |
| | 20. | W. Simpson paid cash | 1000 |
| | 26. | He purchased merchandise on credit from J. Walsh | 9000 |
| | 30. | He paid expenses in cash | 370 |
| Oct. | 5. | He paid T. Rutherford cash | 4000 |
| | 10. | He paid J. Welsh cash | 1000 |
| | 12. | He sold merchandise on credit to W. Simpson | 2000 |
| | 21. | He sold merchandise on credit to P. Kennedy | 8000 |
| | 27. | He paid expenses in cash | 500 |
| Nov. | 3. | W. Simpson paid cash | 1500 |
| | 7. | He purchased merchandise on credit from J. Miller | 1000 |
| | 10. | He paid J. Welsh cash | 5000 |
| | 15. | He sold merchandise on credit to J. Pratt | 4000 |
| | 23. | J. Kennedy paid cash | 2000 |
| | 29. | He paid expenses in cash | 300 |
| Dec. | 2. | He paid T. Rutherford cash | 1000 |
| | 6. | He purchased merchandise for cash | 500 |
| | 12. | J. Pratt paid cash | 2000 |
| | 15. | He sold merchandise on credit to J. Knox | 1000 |
| | 19. | J. Knox paid cash | 500 |
| | 31. | He paid expenses in cash | 650 |

His stock of merchandise on hand at close of the period was \$1000.

C 12.

John Watson started business on 1st January with \$5000 cash and \$3000 merchandise.

| | | | |
|-------|-----|--|--------|
| Jan. | 1. | Purchased merchandise on credit from B. Shaw | \$2000 |
| | 4. | Sold merchandise for cash | 1000 |
| | 15. | Sold merchandise on credit to W. Cody | 4000 |
| | 19. | Sold merchandise for cash | 500 |
| | 20. | Sold merchandise on credit to J. Robinson | 2000 |
| | 31. | Paid B. Shaw cash | 1000 |
| | | Paid cash salaries | 600 |
| Feb. | 1. | J. Robinson paid cash | 2000 |
| | 4. | Purchased merchandise on credit R. Lang | 500 |
| | 10. | W. Cody paid cash | 4000 |
| | 16. | Purchased merchandise on credit from B. Shaw | 1500 |
| | 24. | Paid expenses in cash | 50 |
| | 28. | Paid cash salaries | 600 |
| Mar. | 3. | Sold merchandise for cash | 1000 |
| | 4. | Paid B. Shaw cash | 1000 |
| | 6. | Sold merchandise on credit to W. Cody | 6000 |
| | 12. | Paid R. Lang cash | 500 |
| | 17. | Paid B. Shaw cash | 1000 |
| | 27. | Sold merchandise on credit to J. Robinson | 5000 |
| | 31. | Paid cash salaries | 500 |
| April | 2. | W. Cody paid cash | 2000 |
| | 4. | Sold H. Smith merchandise on credit | 2500 |
| | 8. | Sold merchandise for cash | 500 |
| | 12. | Sold W. Jones merchandise credit | 200 |

| | | | |
|-------|-----|--|--------|
| April | 18. | Purchased merchandise on credit from B. Shaw | \$2000 |
| | 19. | J. Robinson paid cash | 4000 |
| | 28. | Paid expenses in cash | 45 |
| | 30. | Paid cash salaries | 650 |
| May | 1. | H. Smith paid cash | 2000 |
| | 3. | Purchased merchandise on credit—Patterson | 1000 |
| | 4. | Sold H. Smith merchandise on credit | 1000 |
| | 7. | Paid B. Shaw cash | 500 |
| | 8. | Purchased merchandise on credit H. Patterson | 2000 |
| | 16. | J. Robinson paid cash | 1000 |
| | 21. | Purchased merchandise cash | 100 |
| | 28. | W. Cody paid cash | 2000 |
| | 31. | Paid cash salaries | 650 |
| June | 2. | Paid H. Patterson cash | 2000 |
| | 6. | Purchased merchandise on credit R. Lang | 800 |
| | 11. | W. Jones paid cash | 200 |
| | 15. | Sold W. Jones merchandise on credit | 4500 |
| | 18. | Paid expenses cash | 120 |
| | 21. | Sold merchandise cash | 150 |
| | 25. | Purchased merchandise cash | 100 |
| | 27. | Paid expenses in cash | 65 |
| | 30. | Paid cash salaries | 650 |

Stock of merchandise on hand at close of period, \$700.

*Group D.**Exercises Nos. 13-17.*

Special Feature. Writing Discount into Cash Book.

Required. General Journal.

Cash Book (see Cash Book ruling No. 2).

Ledger.

Instructions.

Enter all the cash and discount items in the Cash Book and close it off every month, bringing down each balance in due course to the next month.

Enter all of the remaining items in the Journal.

Post from the Cash Book and Journal to the Ledger.

Transfer by Journal entry the balances on the following accounts to Profit and Loss or General Operating Account—

Expenses.

Salaries.

Discounts (losses).

Discounts (profits).

Gross Profit on Merchandise.

Close off the Ledger Accounts for the whole period.

Take out a Trial Balance.

D 13.

H. Chadwick commenced business on 1st January with \$5000 cash, buildings \$6000, land \$5000, merchandise \$3000, office equipment \$1000.

| | | | |
|-------|-----|--|--------|
| Jan. | 1. | Sold merchandise on credit to J. Wilson | \$3800 |
| | 3. | Purchased merchandise on credit from H. Clarke | 2000 |
| | 6. | Sold merchandise for cash | 200 |
| | 9. | Sold merchandise to R. Alexander on credit | 1500 |
| | 15. | J. Wilson paid cash \$3762, and was allowed discount | 38 |
| | 22. | Sold merchandise for cash | 1500 |
| | 31. | Paid by cash expenses \$20, salaries | 300 |
| Feb. | 1. | R. Alexander paid cash \$1485, and was allowed discount | 15 |
| | 8. | Paid H. Clarke cash \$1980, being allowed discount | 20 |
| | 15. | Purchased merchandise on credit from F. Lawrence | 6000 |
| | 19. | Paid F. Lawrence cash \$5940, being allowed discount | 60 |
| | 24. | Sold merchandise on credit to W. Neilson | 3400 |
| | 26. | Sold merchandise on credit to J. Regan | 3600 |
| | 28. | Paid by cash expenses \$25, salaries | 350 |
| Mar. | 2. | W. Neilson paid cash \$3366, and was allowed discount | 34 |
| | 4. | Purchased merchandise from F. Lawrence | 4000 |
| | 6. | Paid F. Lawrence cash \$3960, being allowed discount | 40 |
| | 15. | Sold merchandise on credit to J. Wilson | 2500 |
| | 24. | Sold merchandise for cash | 500 |
| | 26. | Sold merchandise to R. Alexander | 2400 |
| | 31. | Paid by cash expenses \$26, Salaries | 320 |
| April | 8. | Purchased merchandise on credit from H. MacLaren | 3000 |
| | 10. | J. Wilson paid cash \$2475, and was allowed discount | 25 |
| | 16. | Purchased merchandise for cash | 1000 |
| | 19. | Sold merchandise to W. Neilson | 3600 |
| | 24. | J. Regan paid cash in full settlement for goods purchased on 26th February | 3600 |
| | 27. | R. Alexander paid cash \$2376, and was allowed discount | 24 |
| | 28. | Sold merchandise to J. Regan | 1500 |
| | 30. | Paid by cash expenses \$22, salaries | 340 |
| May | 2. | Purchased merchandise from H. Clarke | 3000 |
| | 4. | W. Neilson paid cash \$3564, and was allowed discount | 36 |
| | 6. | J. Regan paid cash \$1485, and was allowed discount | 15 |
| | 12. | Sold merchandise to J. Wilson | 1500 |
| | 15. | Paid H. Clarke cash \$2970, being allowed discount | 30 |
| | 24. | Sold merchandise to R. Alexander | 2500 |
| | 26. | J. Wilson paid cash \$1485, and was allowed discount | 15 |
| | 28. | Paid H. MacLaren cash \$3000, for merchandise purchased on 8th April | |
| | 31. | Paid by cash expenses \$18, salaries | 300 |
| June | 2. | Purchased merchandise from H. Clarke | 3000 |
| | 4. | Purchased merchandise for cash | 300 |
| | 8. | Sold merchandise for cash | 500 |
| | 10. | Sold merchandise to J. Wilson | 4000 |
| | 16. | R. Alexander paid cash \$2475, and was allowed discount | 25 |
| | 19. | Purchased merchandise for cash | 200 |
| | 20. | Purchased merchandise from H. Clarke | 3600 |
| | 24. | Sold merchandise for cash | 800 |
| | 27. | Sold merchandise on credit to H. Jones | 1000 |

| | | |
|----------|---|--------|
| June 28. | Sold merchandise to R. Alexander | \$2600 |
| 30. | Paid by cash expenses \$21, salaries. | 310 |

Merchandise Inventory at 30th June is \$2000.

D 14.

D. Erskine commenced business on 1st January with the following assets: cash \$4000, merchandise \$2000, land \$5000, buildings \$6000, office equipment \$1500.

| | | | |
|-------|-----|---|--------|
| Jan. | 1. | Purchased merchandise on credit from J. Anderson | \$2000 |
| | 5. | Sold merchandise for cash | 500 |
| | 12. | Sold merchandise on credit to H. Lawrence | 1000 |
| | 19. | Sold merchandise for cash | 1000 |
| | 31. | Paid by cash salaries \$300, expenses | 65 |
| Feb. | 1. | Purchased merchandise on credit from H. Moore | 4000 |
| | 2. | Paid J. Anderson cash \$1980 being allowed discount | 20 |
| | 6. | Sold merchandise on credit to W. Crawford | 1000 |
| | 12. | H. Lawrence paid cash \$990, being allowed discount | 10 |
| | 15. | W. Crawford paid cash \$990, being allowed discount | 10 |
| | 19. | Sold merchandise on credit to H. Lawrence | 3500 |
| | 24. | Sold merchandise for cash | 800 |
| | 28. | Paid by cash salaries \$320 expenses | 60 |
| Mar. | 2. | H. Lawrence paid cash \$3150, being allowed discount | 350 |
| | 15. | Purchased merchandise on credit from J. Anderson | 3000 |
| | 18. | Sold merchandise on credit to H. Lawrence | 4000 |
| | 20. | Purchased merchandise on credit from J. Hill | 2000 |
| | 30. | Sold merchandise on credit to W. Crawford | 1500 |
| | 31. | Paid by cash salaries \$208, expenses | 55 |
| April | 1. | Paid J. Anderson cash \$2970, being allowed discount | 30 |
| | 3. | Sold merchandise on credit to H. Leggett | 1000 |
| | 5. | Paid J. Hill cash \$1980, being allowed discount | 20 |
| | 8. | H. Lawrence paid cash \$3960, being allowed discount | 40 |
| | 10. | Purchased merchandise for cash | 2000 |
| | 12. | W. Crawford paid cash \$1485, being allowed discount | 15 |
| | 15. | Sold merchandise on credit to P. McCall | 2500 |
| | 19. | Purchased merchandise on credit from J. Hill | 3000 |
| | 21. | P. McCall paid cash \$2475, being allowed discount | 25 |
| | 26. | H. Leggett paid cash \$990, being allowed discount | 10 |
| | 30. | Paid by cash salaries \$350, expenses | 66 |
| May | 1. | Sold merchandise for cash | 1000 |
| | 6. | Paid H. Moore cash for merchandise purchased 1st February | 4000 |
| | 10. | Sold merchandise on credit to H. Leggett | 2500 |
| | 15. | Paid J. Hill cash \$2970, being allowed discount | 30 |
| | 18. | Purchased merchandise on credit from J. Anderson | 3000 |
| | 20. | H. Leggett paid cash \$2475, being allowed discount | 25 |
| | 21. | Sold merchandise on credit to W. Crawford | 2000 |
| | 28. | Paid J. Anderson cash \$2970, being allowed discount | 30 |
| | 29. | Purchased merchandise on credit from H. Robinson | 1000 |
| | 31. | Paid by cash salaries \$375, expenses | 64 |
| June | 1. | Sold merchandise on credit to H. Lawrence | 2000 |
| | 2. | W. Crawford paid cash \$1980, being allowed discount | 20 |
| | 7. | Paid H. Robinson cash \$990, being allowed discount | 10 |
| | 10. | Sold merchandise for cash | 800 |

| | | |
|----------|---|--------|
| June 14. | Purchased merchandise from M. Hamilton | \$2000 |
| 16. | Sold merchandise on credit to O. Smith | 900 |
| 19. | Purchased merchandise on credit from J. Anderson | 2000 |
| 20. | Sold merchandise on credit to H. Leggett | 800 |
| 22. | Sold merchandise on credit to P. McCall | 1000 |
| 26. | Sold merchandise for cash | 500 |
| 29. | Purchased office equipment on credit from J. Barlow | 1000 |
| 30. | Paid by cash salaries \$325, expenses | 60 |

Merchandise inventory at 30th June, 1922, was \$5000.

D 15.

L. Hooker commenced business on 1st January with cash \$8000, buildings \$7000, land \$6000, equipment \$2000, merchandise \$4000.

| | | | |
|-------|-----|--|--------|
| Jan. | 1. | Sold merchandise to C. Hall | \$2000 |
| | 3. | Sold merchandise for cash | 2000 |
| | 7. | Purchased equipment for cash | 500 |
| | 10. | Sold merchandise to D. Gray | 2000 |
| | 16. | Purchased merchandise from W. Brown | 6000 |
| | 20. | C. Hall paid cash \$1980, allowed discount | 20 |
| | 27. | Sold merchandise to M. Gourlay | 3000 |
| | 30. | Paid W. Brown cash \$5940, allowed discount | 60 |
| | 31. | Paid by cash salaries \$500, expenses | 90 |
| Feb. | 2. | D. Gray paid cash \$1980, allowed discount | 20 |
| | 4. | Sold merchandise to C. Hall | 3000 |
| | 8. | M. Gourlay paid cash \$2970, allowed discount | 30 |
| | 12. | Sold merchandise to H. Boyd | 2000 |
| | 15. | C. Hall paid cash \$2970, allowed discount | 30 |
| | 18. | Purchased merchandise from W. Carter | 1000 |
| | 24. | Paid W. Carter cash \$990, allowed discount | 10 |
| | 26. | Sold merchandise for cash | 500 |
| | 28. | Paid by cash salaries \$480, expenses | 80 |
| Mar. | 1. | Sold merchandise to D. Gray | 1000 |
| | 2. | Purchased merchandise from S. Long | 6000 |
| | 6. | Sold merchandise to M. Gourlay | 2000 |
| | 8. | D. Gray paid cash \$990, allowed discount | 10 |
| | 15. | Sold merchandise for cash | 2000 |
| | 24. | M. Gourlay paid cash \$1980, allowed discount | 20 |
| | 28. | H. Boyd paid cash \$1980, allowed discount | 20 |
| | 30. | Sold merchandise to C. Hall | 4000 |
| | 31. | Paid by cash salaries \$510, expenses | 70 |
| April | 2. | Sold merchandise to D. Gray | 500 |
| | 4. | Paid S. Long cash \$5940, was allowed discount | 60 |
| | 6. | Purchased merchandise from S. Long | 2000 |
| | 10. | C. Hall paid cash \$3960, allowed discount | 40 |
| | 18. | Sold merchandise to M. Gourlay | 1500 |
| | 21. | D. Gray paid cash \$495, allowed discount | 5 |
| | 28. | Sold merchandise for cash | 800 |
| | 29. | Paid S. Long cash \$1980, was allowed discount | 20 |
| | 30. | Paid by cash salaries \$520—expenses | 60 |
| May | 2. | Purchased merchandise for cash | 8000 |
| | 4. | Paid expenses by cash | 60 |
| | 6. | Sold merchandise to H. Boyd | 6000 |
| | 8. | Sold merchandise for cash | 600 |

| | | | |
|------|-----|--|--------|
| May | 10. | Sold merchandise to H. Boyd | \$6000 |
| | 16. | Purchased merchandise from A. Harris | 5000 |
| | 24. | M. Gourlay paid cash \$1485, allowed discount | 15 |
| | 31. | H. Boyd paid cash \$11,880, allowed discount | 120 |
| | | Paid by cash expenses \$80—salaries | 520 |
| June | 1. | Sold merchandise to C. Hall | 3000 |
| | 2. | Paid A. Harris cash \$4950, allowed discount | 50 |
| | 6. | Sold merchandise to D. Gray | 2500 |
| | 8. | C. Hall paid cash \$2970, and was allowed discount | 30 |
| | 15. | Sold merchandise to H. Boyd | 1000 |
| | 16. | Purchased merchandise from D. Webster | 4000 |
| | 18. | Sold merchandise to C. Hall | 2000 |
| | 29. | Sold merchandise to M. Gourlay | 1000 |
| | 30. | Paid by cash expenses \$75—salaries | 600 |

Merchandise inventory at 30th June was \$3000.

D 16.

Edwin Layton commenced business on the 1st January with the following assets: cash \$4000, land \$8000, buildings \$10000, equipment \$3000, merchandise \$5000.

| | | | |
|-------|-----|---|--------|
| Jan. | 1. | He sold merchandise on credit R. Simons | \$4000 |
| | 4. | He purchased merchandise on credit from H. Rowntree | 6000 |
| | 6. | He sold merchandise on credit J. Matthews | 2000 |
| | 10. | R. Simons paid cash \$3960, and was allowed discount | 40 |
| | 18. | He sold merchandise on credit R. Simons | 3000 |
| | 25. | J. Matthews paid cash \$1980, and was allowed discount | 20 |
| | 31. | He sold merchandise on credit J. Hastings | 4000 |
| | | He paid H. Rowntree cash \$5940, and was allowed discount | 60 |
| | | He paid cash salaries \$350 office expenses | 40 |
| Feb. | 1. | He purchased merchandise on credit from H. Maltby | 7000 |
| | 2. | He sold merchandise on credit to H. Melville | 3500 |
| | 6. | R. Simons paid cash \$2970, and was allowed discount | 30 |
| | 8. | He sold merchandise on credit to R. Crump | 4000 |
| | 10. | J. Hastings paid cash \$3960, and was allowed discount | 40 |
| | 15. | He sold merchandise on credit to J. Hart | 5000 |
| | 22. | H. Melville paid cash \$3465, and was allowed discount | 35 |
| | 27. | He purchased merchandise on credit from F. Collins | 5000 |
| | 28. | He sold merchandise on credit to C. Golding | 3000 |
| | | He paid by cash salaries \$340, office expenses | 36 |
| Mar. | 1. | R. Crump paid cash \$3960, and was allowed discount | 40 |
| | 2. | He sold merchandise on credit J. Matthews | 3500 |
| | 5. | J. Hart paid cash \$4950, and was allowed discount | 50 |
| | 6. | He purchased merchandise on credit from G. Johnson | 6000 |
| | 8. | He sold merchandise for cash | 3000 |
| | 10. | C. Golding paid cash \$2970, and was allowed discount | 30 |
| | 16. | He sold merchandise on credit to H. Hart | 4000 |
| | 20. | J. Matthews paid cash \$3465, and was allowed discount | 35 |
| | 22. | He sold merchandise on credit R. Simons | 2000 |
| | 24. | He paid H. Maltby \$6930, and was allowed discount | 70 |
| | 28. | He purchased merchandise from H. Rowntree | 5000 |
| | 31. | He paid by cash salaries \$330, office expenses | 42 |
| April | 1. | He sold merchandise on credit to R. Crump | 2000 |
| | 3. | R. Simons paid cash \$1980, and was allowed discount | 20 |
| | 5. | He sold merchandise for cash | 1000 |

| | | | |
|-------|-----|---|------|
| April | 6. | J. Hart paid cash \$3960, and was allowed discount . . . | \$40 |
| | 7. | He sold merchandise to H. Melville . . . | 3000 |
| | 11. | He paid H. Rowntree cash \$2950, and was allowed discount . . . | 50 |
| | 12. | He purchased merchandise on credit from G. Martindale . . . | 8000 |
| | 15. | R. Crump paid cash \$1980, and was allowed discount . . . | 20 |
| | 22. | He sold merchandise on credit H. Gibbon . . . | 4000 |
| | 23. | H. Melville paid cash \$2970, and was allowed discount . . . | 30 |
| | 27. | He sold merchandise on credit to J. Hastings . . . | 6000 |
| | 29. | H. Gibbon paid cash \$3960, and was allowed discount . . . | 40 |
| | 30. | He sold merchandise for cash . . . | 1000 |
| | | He paid by cash salaries \$355, office expenses . . . | 44 |
| May | 1. | He purchased merchandise for cash . . . | 500 |
| | 2. | He sold merchandise for cash . . . | 800 |
| | 6. | Hastings paid cash \$5940, and was allowed discount . . . | 60 |
| | 7. | He purchased merchandise from H. Maltby . . . | 8000 |
| | 9. | He paid F. Collins cash \$4975, and was allowed discount . . . | 25 |
| | 10. | He sold merchandise on credit R. Simons . . . | 3000 |
| | 11. | He sold merchandise for cash . . . | 800 |
| | 12. | He sold merchandise on credit R. Crump . . . | 3000 |
| | 13. | He purchased merchandise on credit from F. Collins . . . | 2000 |
| | 16. | He sold merchandise on credit to O. Golding . . . | 4000 |
| | 17. | R. Simons paid cash \$2970, and was allowed discount . . . | 30 |
| | 19. | He sold merchandise for cash . . . | 600 |
| | 21. | He sold merchandise for cash . . . | 1000 |
| | 23. | R. Crump paid cash \$2970, and was allowed discount . . . | 30 |
| | 24. | He sold merchandise on credit to J. Matthews . . . | 2000 |
| | 27. | He purchased merchandise on credit from H. Rowntree . . . | 4000 |
| | 29. | J. Matthews paid cash \$1980, and was allowed discount . . . | 20 |
| | 31. | He paid by cash salaries \$370—office expenses . . . | 45 |
| June | 1. | He sold merchandise on credit to R. Crump . . . | 3000 |
| | 2. | He paid H. Rowntree cash \$3960, and was allowed discount . . . | 40 |
| | 3. | He sold merchandise on credit to H. Melville . . . | 3000 |
| | 5. | He purchased merchandise on credit from J. Brown . . . | 5000 |
| | 6. | He paid H. Maltby cash on account . . . | 6000 |
| | 7. | He sold merchandise on credit to R. Simons . . . | 2000 |
| | 11. | He paid G. Johnson \$5970, and was allowed discount . . . | 30 |
| | 14. | He sold merchandise on credit to J. Hastings . . . | 2000 |
| | 18. | He paid G. Martindale cash \$7960, and was allowed discount . . . | 40 |
| | 21. | He sold merchandise on credit to H. Hart . . . | 3000 |
| | 23. | He purchased merchandise on credit from H. Rowntree . . . | 6000 |
| | 26. | He sold merchandise for cash . . . | 1200 |
| | 29. | He sold merchandise on credit J. Matthews . . . | 2000 |
| | 30. | He paid by cash salaries \$340, office expenses . . . | 40 |

His merchandise inventory at 30th June was \$6000.

D 17.

T. Stenhouse commenced business on the 1st January with cash \$9000, merchandise \$5000, equipment \$3000, buildings \$8000, land \$4000.

| | | | |
|------|----|---|--------|
| Jan. | 1. | He sold merchandise to A. Rule . . . | \$2000 |
| | 4. | He purchased equipment from B. Robson . . . | 1000 |
| | 8. | He sold merchandise to A. Nairn . . . | 3000 |

| | | | |
|-------|-----|---|-------|
| Jan. | 11. | A. Nairn paid cash \$2970, being allowed discount | \$30 |
| | 17. | He purchased merchandise from J. Burns | 6000 |
| | 21. | A. Rule paid cash \$1980, being allowed discount | 20 |
| | 28. | He sold merchandise to H. Ferguson | 1000 |
| | 30. | He paid B. Robson cash \$990, being allowed discount | 10 |
| Feb. | 31. | He paid by cash salaries \$350, expenses | 80 |
| | | He sold merchandise to A. Angus | 4000 |
| | 1. | A. Angus paid cash \$3960, being allowed discount | 40 |
| | 2. | He sold merchandise to A. Rule | 1000 |
| | 5. | He purchased merchandise from A. Somerville | 8000 |
| | 6. | He sold merchandise to T. Wilson | 3000 |
| | 8. | He paid J. Burns cash \$5940, being allowed discount | 60 |
| | 11. | H. Ferguson paid cash \$990, being allowed discount | 10 |
| | 14. | He sold merchandise to R. Deans | 4000 |
| | 23. | T. Wilson paid cash \$2970, being allowed discount | 30 |
| Mar. | 25. | He purchased merchandise from J. Kerr | 7000 |
| | 25. | A. Rule paid cash \$990, being allowed discount | 10 |
| | 27. | He sold merchandise to C. Whitehead | 5000 |
| | 28. | He paid by cash salaries \$380, expenses | 230 |
| | 1. | He sold merchandise to C. Sanderson | 4000 |
| | 3. | He paid by cash expenses | 25 |
| | 5. | He sold merchandise to J. Caverhill | 3000 |
| | 6. | R. Deans paid cash \$3960, being allowed discount | 40 |
| | 7. | J. Caverhill paid cash \$2970, being allowed discount | 30 |
| | 8. | He sold merchandise to E. White | 1000 |
| April | 12. | E. White paid cash \$990, being allowed discount | 10 |
| | 14. | He purchased merchandise from J. Burns | 9000 |
| | 15. | C. Sanderson paid cash \$3960, being allowed discount | 40 |
| | 25. | He paid J. Somerville cash \$7920, being allowed discount | 80 |
| | 28. | He sold merchandise to A. Ferguson | 5000 |
| | 29. | A. Ferguson paid cash \$4950, being allowed discount | 50 |
| | 31. | He paid by cash salaries \$390, expenses | 120 |
| | 2. | He paid J. Kerr cash \$6930, being allowed discount | 70 |
| | 3. | He sold merchandise to W. Langan | 4000 |
| | 4. | He purchased merchandise from S. Richardson | 10000 |
| May | 5. | He paid expenses by cash | 23 |
| | 7. | He sold merchandise to D. Crichton | 2000 |
| | 10. | W. Langan paid cash \$3960, being allowed discount | 40 |
| | 12. | He sold merchandise for cash | 300 |
| | 14. | He sold merchandise to A. Dickson | 5000 |
| | 16. | He paid J. Burns cash \$8910, being allowed discount | 90 |
| | 17. | He purchased merchandise from J. Heron | 9000 |
| | 18. | He sold merchandise to E. White | 6000 |
| | 19. | He paid by cash expenses | 18 |
| | 21. | He purchased merchandise for cash | 200 |
| | 22. | He sold merchandise to W. Langan | 4000 |
| | 24. | He sold merchandise for cash | 250 |
| | 26. | He sold merchandise to A. Nairn | 5000 |
| | 28. | He sold merchandise to J. Caverhill | 2000 |
| | 30. | D. Crichton paid cash \$1980, being allowed discount | 20 |
| | | He paid by cash salaries \$380, expenses | 180 |
| | 3. | He purchased merchandise from T. Muir | 8000 |
| | 4. | A. Nairn paid cash \$4950, being allowed discount | 50 |
| | 5. | He sold merchandise to A. Rule | 5000 |
| | 7. | He paid by cash expenses | 85 |
| | 8. | He sold merchandise to R. Deans | 5000 |
| | 10. | C. Whitehead paid cash | 5000 |

| | | | |
|------|-----|---|--------|
| May | 12. | He purchased merchandise from S. Richardson . . . | \$9000 |
| | 14. | He paid S. Richardson cash \$9900, being allowed discount . . | 100 |
| | 15. | He sold merchandise to A. Angus | 4000 |
| | 19. | R. Deans paid cash \$4950, being allowed discount | 50 |
| | 20. | A. Rule paid cash \$4950, being allowed discount | 50 |
| | 26. | He sold merchandise to C. Whitehead | 4000 |
| | 27. | A. Angus paid cash \$3960, being allowed discount | 40 |
| | 30. | He sold merchandise to C. Sanderson | 2000 |
| | 31. | He paid by cash salaries \$395, expenses | 210 |
| June | 2. | He purchased merchandise from J. Burns | 10000 |
| | 2. | He paid J. Herson cash \$8910, being allowed discount . . | 90 |
| | 4. | He sold merchandise for cash | 400 |
| | 6. | He sold merchandise to R. Deans | 5000 |
| | 9. | He purchased merchandise for cash | 200 |
| | 10. | He paid expenses cash | 24 |
| | 12. | He sold merchandise to A. Ferguson | 4000 |
| | 14. | He paid by cash expenses | 20 |
| | 16. | He purchased merchandise from J. Somerville | 8000 |
| | | He purchased merchandise for cash | 100 |
| | 18. | He sold merchandise to T. Willson | 3000 |
| | 19. | He paid T. Muir cash \$7920, being allowed discount . . . | 80 |
| | 20. | He paid expenses by cash | 84 |
| | 24. | He sold merchandise to A. Rule | 5000 |
| | 25. | He sold merchandise for cash | 140 |
| | 27. | He sold merchandise for cash | 260 |
| | 28. | He sold merchandise to A. Nairn | 4000 |
| | | He purchased merchandise J. Wood | 2000 |
| | 30. | He paid by cash salaries \$382, expenses | 215 |

Merchandise inventory at 30th June was \$4000.

*Group E.**Exercises 18-19.*

Special Features. Bank Deposits and Withdrawals.

NOTE. The Cash Book used should be ruled so that the cashier can tell at a glance the amount of cash and cheques in the office awaiting payment into the bank, and can tell his bank balance by taking the difference between the the two bank columns.

Use of Cash Book, where all receipts are banked daily, and all large payments made by cheque. Petty Cash Book and Imprest System for Petty Cash.

Balance Sheet.

Required. General Journal.

Cash Book (see Cash Book ruling No. 3).¹

Petty Cash Book.

Ledger.

Instructions.

All cash and cheques received are paid into the bank daily.

All large payments are made by cheque. All small payments are made through the Petty Cash.

Write up the Cash Book, Petty Cash Book, and Journal.

All sales and purchases were on credit unless stated differently.

Close his Cash Book and Petty Cash Book monthly.

Post from the Cash Book, Petty Cash Book, and Journal to the Ledger, and transfer by Journal entry all balances on the following accounts to Profit and Loss or General Operating Account—

Office Expenses.

Salaries.

Discounts (losses).

Discounts (profits).

From the final Trial Balance draw up a Balance Sheet, grouping all accounts receivable under one item with that heading, and all accounts payable, similarly.

¹ But see Note below Index to Suggested Rulings.

E 18.

L. Seymour commences business on 1st January with cash in bank \$3000, office equipment \$1000, merchandise \$6000, land \$4000, buildings \$7000.

| | | | |
|------|-----|--|-------|
| Jan. | 1. | He drew from Bank for small payments out of Petty Cash | \$50 |
| | | He sold merchandise to H. Weldon | 3000 |
| | 2. | He sold merchandise to H. Nicholson | 1000 |
| | 5. | He sold merchandise for cash | 500 |
| | 6. | He purchased merchandise by cheque | 800 |
| | | H. Weldon paid cheque \$2970, and is allowed discount | 30 |
| | | H. Nicholson paid cheque \$990, and is allowed discount | 10 |
| | 14. | He sold merchandise to L. Bovey | 7000 |
| | | He purchased merchandise from T. Burke | 8000 |
| | | He paid by cash expenses | 10 |
| | 28. | He sold merchandise to J. MacPherson | 4000 |
| | | L. Bovey paid cheque \$6930, and was allowed discount | 70 |
| | | He paid T. Burke cheque \$7920, being allowed discount | 80 |
| | 31. | He paid by cheque salaries \$310, and by cash expenses | 20 |
| Feb. | 2. | He sold merchandise to W. Morgan | 5000 |
| | | He drew from Bank for Petty Cash | 30 |
| | 8. | He sold merchandise to E. Malcolm | 3000 |
| | | He purchased merchandise from G. Tood | 10000 |
| | | He sold merchandise for cheque | 500 |
| | 19. | J. MacPherson paid cheque \$3960, and was allowed discount | 40 |
| | | W. Morgan paid cheque \$4950, and was allowed discount | 50 |
| | | He paid expenses out of cash | 15 |
| | 26. | He sold merchandise to G. Porter | 5000 |
| | | He paid expenses out of cash | 20 |
| | | He sold merchandise to M. Bell | 6000 |
| | | He sold merchandise to P. Burnett | 3000 |
| | | He paid G. Todd cheque \$9900, and was allowed discount | 100 |
| | | He purchased merchandise from H. Dixon | 9000 |
| | 28. | He sold merchandise for cash | 300 |
| | | P. Burnett paid cheque \$2970, and was allowed discount | 30 |
| | | He drew from Bank for Petty Cash \$35, and paid salaries by cheque | 300 |
| Mar. | 2. | E. Malcolm paid cheque \$2970, and was allowed discount | 30 |
| | | G. Porter paid cheque \$4950, and was allowed discount | 50 |
| | | M. Bell paid cheque \$5940, and was allowed discount | 60 |
| | | He paid expenses out of cash | 5 |
| | 16. | He sold merchandise to H. Weldon | 5000 |
| | | He sold merchandise to H. Nicholson | 6000 |
| | | He sold merchandise to L. Barnes | 500 |
| | | He sold merchandise for cash | 200 |
| | 19. | He sold merchandise for cash | 800 |
| | | He purchased merchandise from G. Tood | 8000 |
| | | P. Weldon paid cheque \$4950, and is allowed discount | 50 |
| | | He paid expenses out of cash | 10 |
| | 24. | He sold merchandise to L. Bovey | 6000 |
| | | He sold merchandise to J. MacPherson | 2000 |
| | | He purchased merchandise from T. Burke | 9000 |
| | | He paid expenses out of cash | 15 |
| | 31. | He sold merchandise to W. Morgan | 5000 |
| | | He sold merchandise to H. Weldon | 6000 |

| | | |
|----------|--|-------|
| Mar. 31. | He sold merchandise to G. Porter | \$600 |
| | He drew from Bank for Petty Cash | 30 |
| | He paid salaries by cheque | 340 |
| | He paid expenses by cheque | 250 |
| | He purchased equipment by cheque | 500 |

His merchandise inventory at the close of the period is \$4000.

E 19.

T. Reynolds commenced business on 1st January with the following assets: cash in bank \$6000, merchandise \$8000, equipment \$2000, buildings \$10000, land \$8000.

| | | | |
|------|-----|---|------|
| Jan. | 1. | He drew from Bank for Petty Cash | \$50 |
| | | He sold merchandise to C. Hamilton | 4000 |
| | | He sold merchandise to J. Stephens | 2000 |
| | | He purchased equipment by cheque | 500 |
| | 6. | He sold merchandise to F. Taylor | 6000 |
| | | He purchased merchandise by cheque | 1000 |
| | | He purchased merchandise from W. Gibson | 6000 |
| | 15. | He sold merchandise to G. Thomas | 3000 |
| | | He paid expenses by cash | 15 |
| | | C. Hamilton paid cheque \$3960, and was allowed discount | 40 |
| | | J. Stephens paid cheque \$1980, and was allowed discount | 20 |
| | 20. | He sold merchandise to P. Barry | 2000 |
| | | He sold merchandise for cash | 800 |
| | | F. Taylor paid cheque \$5940, and was allowed discount | 60 |
| | 31. | He sold merchandise to M. Sinclair | 4000 |
| | | He paid salaries by cheque \$320, and expenses by cash | 20 |
| Feb. | 2. | He purchased merchandise from P. Clayton | 6000 |
| | | He drew cheque on bank for Petty Cash | 35 |
| | | G. Thomas paid cheque \$2970, and was allowed discount | 30 |
| | | P. Barry paid cheque \$1980, and was allowed discount | 20 |
| | | He paid W. Gibson cheque \$3940, and was allowed discount | 60 |
| | 6. | He sold merchandise to S. Phillips | 4000 |
| | | He sold merchandise to W. Blair | 4000 |
| | | He sold merchandise for cash | 500 |
| | | He paid expenses out of cash | 10 |
| | 14. | He purchased merchandise from P. Chalmers | 8000 |
| | | M. Sinclair paid cheque \$3960, and was allowed discount | 40 |
| | | S. Phillips paid cheque \$3960, and was allowed discount | 40 |
| | | He sold merchandise for cheque | 600 |
| | 15. | He sold merchandise to G. Scott | 3000 |
| | | He sold merchandise to R. Stead | 6000 |
| | | He sold merchandise for cash | 500 |
| | | He sold merchandise to G. Thomas | 4000 |
| | | He purchased merchandise from W. Courtney | 9000 |
| | | He paid expenses out of cash | 12 |
| | | W. Blair paid cheque \$3960, and was allowed discount | 40 |
| | 21. | He sold merchandise to F. Taylor | 4000 |
| | | G. Thomas paid cheque \$3960, and was allowed discount | 40 |
| | | G. Scott paid cheque \$2970, and was allowed discount | 30 |
| | | R. Stead paid cheque \$5940, and was allowed discount | 60 |
| | | He paid P. Chalmers cheque \$7920, and was allowed discount | 80 |
| | | He paid P. Clayton cheque \$5940, and was allowed discount | 60 |

| | | |
|----------|---|--------|
| Feb. 28. | He sold merchandise to C. Hamilton | \$4000 |
| | He sold merchandise to P. Barry | 2000 |
| | He sold merchandise to S. Phillips | 2000 |
| | He purchased merchandise by cheque | 500 |
| | He sold merchandise to W. Blair | 1000 |
| | He paid expenses out of cash | 12 |
| | He paid salaries by cheque | 320 |
| Mar. 1. | He purchased merchandise from J. Freeman | 6000 |
| | He drew cheque on bank for Petty Cash | 34 |
| | F. Hamilton paid cheque \$3960, and was allowed discount | 40 |
| | P. Barry paid cheque \$1980, and was allowed discount | 20 |
| | S. Phillips paid cheque \$1980, and was allowed discount | 20 |
| | He paid W. Courtney cheque for \$8910, and was allowed discount | 90 |
| 8. | He sold merchandise to R. Allsop | 2000 |
| | He sold merchandise to D. Watson | 5000 |
| | He sold merchandise to J. Middleton | 3000 |
| | He paid expenses out of Petty Cash | 8 |
| 12. | He purchased merchandise from P. Chalmers | 9000 |
| | He paid expenses out of Petty Cash | 10 |
| | J. Middleton paid cheque \$2970, and was allowed discount | 30 |
| | He paid J. Freeman cheque \$5940, and was allowed discount | 60 |
| 15. | He sold merchandise to N. Holland | 4000 |
| | He sold merchandise to R. Stead | 5000 |
| | He sold merchandise to G. Scott | 3000 |
| | H. Allsop paid cheque \$1980, and was allowed discount | 20 |
| | D. Watson paid cheque \$4950, and was allowed discount | 50 |
| 18. | He purchased merchandise from W. Gibson | 8000 |
| | He sold merchandise to G. Thomas | 1500 |
| | He paid expenses out of Petty Cash | 5 |
| | He purchased merchandise by cheque | 500 |
| 21. | He sold merchandise for cash | 600 |
| | N. Holland paid cheque \$3960, and was allowed discount | 40 |
| | He purchased equipment on credit from G. Chester | 600 |
| | He purchased merchandise on credit from S. Falconer | 1000 |
| 27. | He sold merchandise to C. Stephens | 3000 |
| | He sold merchandise to M. Sinclair | 4000 |
| | He sold merchandise to J. Middleton | 1000 |
| | He sold merchandise to R. Brooks | 800 |
| | He sold merchandise to G. Faber | 400 |
| 31. | He paid salaries by cheque | 325 |
| | He paid expenses out of Petty Cash | 19 |
| | He sold merchandise for cash | 700 |
| | He paid G. Chester cheque \$594, and was allowed discount | 6 |
| | He paid S. Falconer \$990, and was allowed discount | 10 |
| | He purchased equipment by cheque | 200 |
| | B. Brooks paid cheque \$790, and was allowed discount | 8 |

His merchandise inventory at the 31st March was \$4000.

*Group F.**Exercises Nos. 20-23.*

Special Features. Bank deposits and withdrawals.

Use of Cash Book, where all receipts are banked daily, and all large payments made by cheque

Petty Cash Book : Imprest System.

Separate Journals for Sales and Purchases

Accrued Interest.

Balance Sheet.

Books. General Journal.

Sales Journal.

Purchase Journal.

Cash Book (see Cash Book ruling No. 3).¹

Petty Cash Book.

Ledger.

Instructions.

All cash and cheques received are paid into the bank daily.

All large payments are made by cheque. All small payments are made through the Petty Cash.

Charge the interest accrued due to "Interest on Loans" and credit it to an account called "Accrued Interest Suspense."

Write up the Cash Book, Journals, and Petty Cash Book, recording credit sales in Sales Journal, and credit purchases in Purchases Journal, and remaining entries in the General Journal.

All sales and purchases were on credit unless stated differently.

Close his Sales and Purchases Journals, Cash Book, and Petty Cash Book monthly.

Post from the Cash Book, Petty Cash Book, and Journals to the Ledger, and transfer by Journal entry all balances on the following accounts to Profit and Loss Account—

Office Expenses.

Discount (losses).

Salaries.

Discount (profits).

Interest on Loans.

From the final Trial Balance draw up a Balance Sheet grouping all Accounts Receivable under one item with that heading, and all Accounts Payable similarly.

¹ But see Note below Index to Suggested Rulings.

F 20.

J. Hadley commenced business on 1st January with the following assets: cash in bank \$4000, merchandise \$6000, equipment \$2000, buildings \$12000, land \$8000.

| | | | |
|------|-----|--|------|
| Jan. | 1. | He drew cheque from Bank for Petty Cash | \$50 |
| | | He sold merchandise on credit to H. Maldon | 4000 |
| | | He sold merchandise on credit to J. Dawson | 5000 |
| | 8. | He paid expenses out of Petty Cash | 10 |
| | | He purchased merchandise from W. Smith on credit | 7000 |
| | | He sold merchandise for cash | 200 |
| | 16. | He sold merchandise on credit to J. Dawson | 5000 |
| | | H. Maldon paid cheque \$3960, and was allowed discount | 40 |
| | | J. Dawson paid \$4950, and was allowed discount | 50 |
| | | He paid expenses out of Petty Cash | 25 |
| | 31. | J. Dawson paid cheque \$4950, and was allowed discount | 50 |
| | | He paid W. Smith cheque \$6930, and was allowed discount | 70 |
| | | He paid salaries by cheque | 350 |
| Feb. | 1. | He drew cheque on Bank for Petty Cash | 35 |
| | | He purchased merchandise from T. Jones on credit | 8000 |
| | | He sold merchandise on credit to H. Maldon | 5000 |
| | 7. | He purchased merchandise from W. Smith on credit | 4000 |
| | 18. | He sold merchandise on credit to J. Dawson | 6000 |
| | | H. Maldon paid cheque \$4950, and was allowed discount | 50 |
| | | He sold merchandise for cash | 200 |
| | 28. | He paid expenses out of Petty Cash | 20 |
| | | He paid salaries by cheque | 330 |

His merchandise inventory at 28th February was valued at \$11000.

F 21.

S. Graham commenced business on the 1st July with the following assets: cash in bank \$16000, merchandise \$8000, equipment \$2000, buildings \$12000, land \$8000.

He owed \$2000 to C. Stewart which was secured on the land and buildings. He had to pay 8 per cent interest half-yearly, 30th June and 31st Dec., until it was paid off.

| | | | |
|------|-----|--|------|
| July | 1. | He drew cash from Bank for Petty Cash | \$50 |
| | | He purchased merchandise from R. White | 2000 |
| | | He sold merchandise to D. Oswald | 4000 |
| | 2. | He sold merchandise to W. Murray | 6000 |
| | | He sold merchandise to R. Mann | 5000 |
| | 8. | He paid expenses out of cash | 10 |
| | | He sold merchandise to D. Scott | 1000 |
| | 10. | He purchased merchandise from L. Berkely | 8000 |
| | | He sold merchandise to C. Anderson | 2000 |
| | 19. | D. Oswald paid cheque \$3960, allowed discount | 40 |
| | | W. Murray paid cheque \$5940, and was allowed discount | 60 |
| | 21. | He sold merchandise to J. Reilly | 6000 |

| | | | |
|-------|-----|--|--------|
| July | 21. | He sold merchandise to H. Vernon | \$5000 |
| | | He paid L. Berkely cheque \$7920, and was allowed discount | 80 |
| | | He purchased merchandise from J. McKee | 7000 |
| | | R. Mann paid cheque \$4950, and was allowed discount | 50 |
| | 28. | C. Anderson paid cheque \$1980, and was allowed discount | 20 |
| Aug. | | J. Reilley paid cheque \$5940, was allowed discount | 60 |
| | 31. | He sold merchandise to M. Jackson | 5000 |
| | | He paid salaries by cheque \$400 and expenses by cash | 30 |
| | | He paid J. McKee cheque \$6930, and was allowed discount | 70 |
| | 1. | He sold merchandise to W. Rutherford | 5000 |
| | | He gave Petty Cashier cheque for | 40 |
| | 5. | He sold merchandise for cash | 1000 |
| | | D. Scott paid cash | 1000 |
| | 7. | He purchased merchandise from C. Shanly | 8000 |
| | | M. Jackson paid cheque \$4950, and was allowed discount | 50 |
| | 10. | He sold merchandise to M. Prevost | 4000 |
| | | He sold merchandise to T. Bell | 5000 |
| | 12. | He sold merchandise to L. Simpson | 3000 |
| | | He paid expenses out of cash | 12 |
| | 15. | He purchased merchandise from L. Berkely | 5000 |
| Sept. | | W. Rutherford paid cheque \$4950, was allowed discount | 50 |
| | | M. Prevost paid cheque \$3960, was allowed discount | 40 |
| | 19. | He sold merchandise for cash | 500 |
| | | He sold merchandise to T. MacLean | 4000 |
| | | He paid L. Berkely cheque \$4950, was allowed discount | 50 |
| | 24. | He sold merchandise to H. Mitchell | 3000 |
| | | He paid R. White cheque | 2000 |
| | 26. | He purchased merchandise from P. Farr | 8000 |
| | | T. Bell paid cheque \$4950, and was allowed discount | 50 |
| | 29. | He sold merchandise to C. Anderson | 4000 |
| | | He sold merchandise to A. Kerr | 5000 |
| | | He sold merchandise to F. Coventry | 3000 |
| | 31. | He paid expenses out of cash \$17, and salaries by cheque | 420 |
| | | L. Simpson paid cheque \$2970, was allowed discount | 30 |
| | | H. Vernon paid cheque in full | 5000 |
| | 1. | He purchased merchandise for cheque | 1000 |
| | | He gave Petty Cashier cheque for | 29 |
| | | He paid expenses by cheque | 150 |
| | 3. | He sold merchandise for cash | 600 |
| | | He sold merchandise to D. Oswald | 1200 |
| | 6. | He purchased merchandise from D. Benson | 8000 |
| | 8. | He paid expenses out of cash | 5 |
| | | T. MacLean paid cash | 4000 |
| | | T. Mitchell paid cash | 3000 |
| | 10. | He sold merchandise to W. Murray | 4000 |
| | | He sold merchandise to J. Reilley | 5000 |
| | | He sold merchandise to H. Vernon | 3000 |
| | 14. | He paid expenses out of cash | 7 |
| | | D. Oswald paid cheque \$1188, and was allowed discount | 12 |
| | | A. Kerr paid cheque \$4950, was allowed discount | 50 |
| | 18. | He purchased merchandise from H. Balfour | 9000 |
| | | He paid D. Benson cheque \$7920, was allowed discount | 80 |
| | 20. | He sold merchandise to H. Mitchell | 4000 |
| | | He sold merchandise to A. Kerr | 5000 |
| | 22. | He sold merchandise to L. Simpson | 6000 |
| | | He sold merchandise for cheque | 800 |
| | 25. | He purchased merchandise from D. Benson | 8000 |

| | | |
|-----------|---|--------|
| Sept. 25. | He sold merchandise to D. Scott | \$4000 |
| | He paid C. Shanly cheque | 8000 |
| | He paid expenses by cheque | 200 |
| 26. | He sold merchandise to T. Bell | 9000 |
| | He purchased merchandise from P. Farr | 8000 |
| | He paid P. Farr cheque \$7920, and was allowed discount | 80 |
| 27. | He sold merchandise to H. Vernon | 6000 |
| | He sold merchandise to W. Rutherford | 4000 |
| | He sold merchandise to M. Prevost | 3000 |
| | He purchased equipment by cheque | 600 |
| 28. | He purchased merchandise from L. Berkely | 9000 |
| | He paid H. Balfour cheque on account | 5000 |
| | He sold merchandise to R. Mann | 4000 |
| | He paid expenses out of cash | 18 |
| | He paid salaries by cheque | 402 |

His merchandise on hand at the close of the period was \$8000.

F 22.

T. Kinglake commenced business on the 1st January with the following assets: cash in bank \$6000, merchandise \$8000, equipment \$2000, buildings \$6000, land \$8000. He owed H. Gordon \$2000, interest being payable at 30th June and 31st Dec. at 6 per cent per annum.

| | | |
|---------|--|-------|
| Jan. 1. | He drew out of Bank for Petty Cash | \$50 |
| | He sold merchandise to W. Carlyle | 4000 |
| 2. | He sold merchandise to H. Cartwright | 3000 |
| 4. | He sold merchandise to M. Dent | 5000 |
| 8. | He paid expenses out of cash | 15 |
| 10. | W. Carlyle paid cheque \$3960, and was allowed discount | 40 |
| 16. | He purchased merchandise from G. Wells | 9000 |
| 18. | He sold merchandise to L. Stockton | 6000 |
| 24. | H. Cartwright paid cheque \$2970, and was allowed discount | 30 |
| | M. Dent paid cheque \$4950, and was allowed discount | 50 |
| | He purchased merchandise by cheque | 200 |
| 28. | He sold merchandise to W. Carlyle | 6000 |
| | He purchased merchandise from T. Marriott | 10000 |
| | He paid expenses out of cash | 10 |
| 31. | L. Stockton paid cheque \$5940, and was allowed discount | 60 |
| | He sold merchandise for cash | 300 |
| | He paid salaries by cheque | 450 |
| | He paid expenses by cheque | 200 |
| Feb. 1. | He drew out of bank for Petty Cash | 25 |
| | He sold merchandise to H. Dobson | 6000 |
| | He sold merchandise to W. Ridge | 5000 |
| | W. Carlyle paid cheque \$5940, and was allowed discount | 60 |
| | H. Dobson paid cheque \$5940, and was allowed discount | 60 |
| 4. | He sold merchandise to L. Crockett | 4000 |
| | He purchased merchandise from K. Jackson | 8000 |
| | He paid expenses out of cash | 10 |
| | He paid G. Wells cheque \$8910, and was allowed discount | 90 |
| 8. | He sold merchandise to H. Gibbon | 5000 |

| | | | |
|------|-----|--|------|
| Feb. | 8. | He paid expenses out of cash | \$5 |
| | | W. Ridge paid cheque \$4950, and was allowed discount | 50 |
| | | L. Crockett paid cheque \$3960, and was allowed discount | 40 |
| 12. | | He sold merchandise to M. Lee | 3000 |
| | | He sold merchandise to J. Whiting | 4000 |
| | | H. Gibbon paid cheque \$4950, and was allowed discount | 50 |
| | | M. Lee paid cheque \$2970, and was allowed discount | 30 |
| | | He paid T. Marriott cheque \$9900, and was allowed discount | 100 |
| 14. | | He purchased merchandise from S. Clemts | 9000 |
| | | He sold merchandise to L. Stockton | 5000 |
| | | J. Whiting paid cheque \$3960, and was allowed discount | 40 |
| | | He sold merchandise for cash | 200 |
| | | He purchased merchandise for cheque | 150 |
| | | He purchased equipment for cheque | 250 |
| 18. | | He sold merchandise to M. Dent | 5000 |
| | | He sold merchandise to T. Ree | 3000 |
| | | He paid expenses out of cash | 15 |
| | | He sold merchandise for cash | 200 |
| 21. | | He purchased merchandise from T. Lamb | 6000 |
| | | He sold merchandise for cash | 180 |
| | | He purchased merchandise for cheque | 120 |
| 27. | | He sold merchandise to J. Gardiner | 2000 |
| 28. | | He sold merchandise to W. Harris | 4000 |
| | | He sold merchandise to H. Bergson | 3000 |
| | | He paid salaries by cheque \$420, and expenses by cheque | 130 |
| Mar. | 1. | He purchased merchandise from R. Lang | 8000 |
| | | H. Bergson paid cheque \$2970, and was allowed discount | 30 |
| | | He drew from Bank for Petty Cash | 30 |
| | | T. Rae paid cheque \$2970, and was allowed discount | 30 |
| | 2. | He sold merchandise to S. Weyman | 4000 |
| | | He sold merchandise to J. Ferguson | 5000 |
| | | He paid expenses out of cash | 10 |
| | 4. | He sold merchandise to J. Whiting | 3000 |
| | | J. Gardiner paid cheque \$1980, and was allowed discount | 20 |
| | | W. Harris paid cheque \$3960, and was allowed discount | 40 |
| | 7. | He purchased merchandise from T. Harriott | 8000 |
| | | He paid K. Jackson by cheque | 8000 |
| | | He paid S. C. Clements cheque \$8910, and was allowed discount | 90 |
| | 10. | He sold merchandise to H. Cartwright | 4000 |
| | | He sold merchandise to M. Lee | 5000 |
| | | He sold merchandise to L. Crockett | 2000 |
| | | He paid expenses by cheque | 220 |
| | 14. | He purchased merchandise from G. Wells | 5000 |
| | | J. Whiting paid cheque \$2970, and was allowed discount | 30 |
| | | S. Weyman paid cheque \$3960, and was allowed discount | 40 |
| | | He paid T. Lamb cheque \$5940, and was allowed discount | 60 |
| | 18. | He sold merchandise to H. Gibbon | 3000 |
| | | He sold merchandise to T. Rae | 4000 |
| | | J. Ferguson paid cheque \$4950, and was allowed discount | 50 |
| | 20. | He sold merchandise for cash | 500 |
| | | He purchased merchandise for cheque | 200 |
| | | He paid expenses by cheque | 120 |
| | 21. | He purchased merchandise from L. Bedford | 8000 |
| | | He sold merchandise to J. Ferguson | 2000 |
| | 24. | He sold merchandise to W. Ridge | 6000 |
| | | He sold merchandise to H. Dobson | 3000 |

| | | |
|----------|--|--------|
| Mar. 24. | He sold merchandise to W. Harris | \$1000 |
| | He purchased equipment from H. Thomas | 500 |
| | He sold merchandise for cash | 1000 |
| 28. | He purchased merchandise from W. Telson | 6000 |
| | He sold merchandise to W. Carlyle | 2000 |
| | He paid H. Thomas cheque for \$495, and was allowed discount | 5 |
| | He paid R. Laing cheque for \$7920, and was allowed discount | 80 |
| 31. | He paid expenses out of cash | 15 |
| | He drew from Bank for Petty Cash | 25 |
| | He paid salaries by cheque | 480 |
| | He paid expenses by cheque | 180 |

His merchandise inventory at close was \$5000.

F 23.

L. Dickson started business on the 1st July with the following assets: cash in bank \$6000, merchandise \$3000, equipment \$2000, land \$20000, buildings \$15000.

He owed \$10000 to W. Smith, which was secured by mortgage on the buildings, and on which interest at 6 per cent per annum was to be paid half-yearly, 30th June and 31st Dec.

| | | | |
|------|-----|---|-------|
| July | 1. | He drew from Bank for Petty Cash | \$50 |
| | 2. | He purchased merchandise from J. Anderson | 10000 |
| | 4. | He paid expenses by cash | 12 |
| | 8. | He sold merchandise to R. Graham | 3000 |
| | 10. | He purchased equipment by cheque | 800 |
| | 16. | He sold merchandise to W. Sharpe | 5000 |
| | 18. | He paid expenses by cash | 6 |
| | 21. | He sold merchandise to W. Watson | 8000 |
| | | He sold merchandise to D. Robertson | 7000 |
| | | He purchased merchandise from G. Muir | 9000 |
| | 24. | R. Graham paid cheque \$2970, and was allowed discount | 30 |
| | | W. Sharpe paid cheque \$4950, and was allowed discount | 50 |
| | | He paid J. Anderson cheque \$9900, and was allowed discount | 100 |
| | 27. | He sold merchandise to J. Wood | 4000 |
| | | W. Watson paid cheque \$7920, and was allowed discount | 80 |
| | | D. Robertson paid cheque \$6930, and was allowed discount | 70 |
| | 28. | He sold merchandise to A. Fairgreive | 6000 |
| | | H. Wood paid cheque \$3960, and was allowed discount | 40 |
| | | He sold merchandise for cash | 300 |
| | 31. | He paid salaries with cheque \$640 and expenses out of cash | 24 |
| | | He sold merchandise to G. Sempill | 3000 |
| | | He purchased equipment from D. Page | 2000 |
| Aug. | 1. | He drew from Bank for Petty Cash | 42 |
| | | He purchased merchandise from J. Melvin | 10000 |
| | | A. Fairgreive paid cheque \$5940, and was allowed discount | 60 |
| | | G. Sempill paid cheque \$2970, and was allowed discount | 30 |
| | 4. | He sold merchandise to J. Allan | 2000 |
| | | He sold merchandise to R. Bell | 6000 |
| | | He sold merchandise to W. Harvie | 8000 |
| | 6. | He paid expenses by cash | 9 |

| | | | |
|-------|-----|--|--------|
| Aug. | 6. | He purchased merchandise from T. Scott | \$9000 |
| | 8. | He sold merchandise to D. Leslie | 4000 |
| | 10. | He sold merchandise to W. Mercer | 6000 |
| | | He sold merchandise to H. Locke | 5000 |
| | 15. | He purchased merchandise from R. Carson | 10000 |
| | | He sold merchandise for cash | 1400 |
| | 17. | He sold merchandise to P. Lang | 8000 |
| | | He sold merchandise to W. Douglas | 6000 |
| | 19. | J. Allan paid cheque \$1980, and was allowed discount | 20 |
| | | R. Bell paid cheque \$5960, and was allowed discount | 60 |
| | | He paid G. Muir \$8910, and was allowed discount | 90 |
| | 21. | W. Harvie paid cheque \$7920, and was allowed discount | 80 |
| | | D. Leslie paid cheque \$3960, and was allowed discount | 40 |
| | 24. | He paid expenses by cash | 8 |
| | | He purchased merchandise from W. Shiels | 12000 |
| | | He sold merchandise for cash | 1200 |
| | 26. | He sold merchandise to J. Crossan | 6000 |
| | | He sold merchandise to W. Dawson | 5000 |
| | 28. | He sold merchandise to N. Wallis | 5000 |
| | | W. Mercer paid cheque \$5940, and was allowed discount | 60 |
| | | W. Harvie paid cheque \$4950, and was allowed discount | 50 |
| | | He paid R. Corson cheque \$9900, and was allowed discount | 100 |
| | 31. | He paid salaries with cheque \$640, and expenses out of cash | 30 |
| | | He purchased merchandise from J. Crosbie | 8000 |
| | | He purchased merchandise by cheque | 800 |
| Sept. | 1. | He drew from Bank for Petty Cash | 47 |
| | | W. Douglas paid cheque \$5940, and was allowed discount | 60 |
| | | J. Crossan paid cheque \$5940, and was allowed discount | 60 |
| | | He paid J. Melvin cheque \$9900, and was allowed discount | 100 |
| | 4. | He sold merchandise to W. Harvie | 5000 |
| | | He sold merchandise to G. Drew | 6000 |
| | | He sold merchandise to D. Leslie | 2000 |
| | 6. | He paid expenses by cash | 12 |
| | | He purchased merchandise from T. Wardlaw | 10000 |
| | | He sold merchandise to J. Allan | 4000 |
| | | He sold merchandise for cash | 1000 |
| | 7. | W. Harvie paid cheque \$4950, and was allowed discount | 50 |
| | | P. Lang paid cheque \$7920, and was allowed discount | 80 |
| | | He sold merchandise for cash | 1000 |
| | 8. | He sold merchandise to W. Mercer | 6000 |
| | | He sold merchandise to H. Locke | 5000 |
| | | He paid W. Shiels cheque \$11880, and was allowed discount | 120 |
| | 10. | He purchased merchandise from J. Anderson | 8000 |
| | | He sold merchandise for cash | 2000 |
| | 14. | He sold merchandise to A. Fairgrieve | 4000 |
| | | He sold merchandise to W. Watson | 5000 |
| | | J. Allan paid cheque \$3960, and was allowed discount | 40 |
| | | W. Dawson paid cheque \$4950, and was allowed discount | 50 |
| | 16. | He sold merchandise to W. Douglas | 2000 |
| | | He paid J. Crosbie cheque \$7920, and was allowed discount | 80 |
| | | He sold merchandise for cash | 1000 |
| | 18. | He sold merchandise to D. Robertson | 3000 |
| | | He sold merchandise to J. Crossan | 1000 |
| | | He sold merchandise for cash | 300 |
| | | He purchased merchandise for cheque | 500 |
| | | He sold merchandise for cash | 1500 |
| | 20. | He paid expenses by cash | 15 |

| | | |
|-----------|--|---------|
| Sept. 20. | He purchased merchandise from J. Melvin | \$10000 |
| | He sold merchandise for cash | 200 |
| | He paid expenses by cheque | 500 |
| 22. | He sold merchandise to R. Graham | 5000 |
| | He sold merchandise to J. Wood | 6000 |
| | He sold merchandise to W. Sharpe | 4000 |
| | H. Locke paid cheque \$4950, and was allowed discount | 50 |
| | He paid T. Scott cheque | 9000 |
| 24. | He purchased merchandise from W. Shields | 8000 |
| | W. Watson paid cheque \$4950, and was allowed discount | 50 |
| | A. Fairgrieve paid cheque \$3960, and was allowed discount | 40 |
| | He sold merchandise for cash | 800 |
| | He paid D. Page by cheque | 2000 |
| 26. | He sold merchandise to J. Allan | 6000 |
| | He sold merchandise to G. Sempill | 6000 |
| | He purchased merchandise from J. Crosbie | 9000 |
| | He sold merchandise to W. Dawson | 1000 |
| | He paid T. Wardlaw cheque \$9900, and was allowed discount | 100 |
| 28. | He sold merchandise to R. Bell | 5000 |
| 30. | He paid salaries with cheque \$700, and expenses out of cash | 18 |

His merchandise inventory at 30th September was valued at \$7000.

*Group G.**Exercises Nos. 24-30.*

Special Features. Imprest System for Petty Cash.
Accrued Expenses.
Bill of Exchange Receivable and Payable.
Retiral and Discounts of Bills of Exchange.
Profit and Loss Statement.

Books. General Journal.
Sales Journal.
Purchases Journal.
Cash Book (see Cash Book ruling No. 3).¹
Petty Cash Book.
Ledger.

Instructions.

Write up the books.

All cash and cheques when received are paid into the bank daily. All large payments are made by cheque. All small payments are made through the Petty Cash.

Make all necessary transfers and adjustments through the General Journal.

Close off the Ledger ready for the next period.

Prepare Profit and Loss Statement for the whole period under review, and Balance Sheet as at the close of that period.

¹ (But see Note below Index to Suggested Rulings.)

G 24.

On 1st July W. Connel started business with the following : cash in Bank of Montreal \$6000, merchandise \$6500, office equipment \$3000, buildings \$10000, land \$7000.

He owed \$5000 to H. Crosby, and on this loan had to pay interest at 6 per cent per annum, half-yearly at 30th June and 31st Dec.

W. Connel's transactions for the month of July were as follows—

| | | |
|---------|---|------|
| July 1. | He withdrew from Bank for Petty Cash | \$50 |
| | Purchased merchandise on credit from L. Kelly | 4500 |
| 2. | Paid expenses out of cash | 4 |
| | Purchased office equipment for cheque | 260 |
| 5. | Sold merchandise on credit to T. Edwards | 5500 |
| | Paid expenses out of cash | 5 |
| 6. | Sold merchandise on credit to H. Matthews | 7800 |
| | Paid L. Kelly cheque for | 4445 |
| | to settle his account, being allowed discount | 45 |
| 10. | Sold merchandise for cash | 450 |
| | T. Edwards paid cheque for | 5445 |
| | to settle his account. He was allowed discount | 55 |
| 15. | Purchased merchandise on credit from W. King | 8000 |
| | Paid expenses out of cash | 8 |
| 16. | Sold merchandise on credit to T. Edwards | 4000 |
| | Paid expenses by cheque | 250 |
| 17. | Sold merchandise for cash | 300 |
| | Purchased merchandise on credit from L. Kelly | 1000 |
| 18. | Sold merchandise on credit to S. Pearson | 7000 |
| | Paid expenses out of cash | 2 |
| 22. | Purchased merchandise on credit from W. Watson | 5000 |
| 24. | Sold merchandise for cash | 200 |
| | Paid expenses out of cash | 9 |
| 26. | Sold merchandise for cash | 150 |
| | Sold merchandise on credit to H. Spens | 3000 |
| | H. Matthews paid cheque for | 7722 |
| | to settle his account, being allowed discount | 78 |
| 29. | Sold merchandise on credit to H. Matthews | 4000 |
| | Paid expenses out of cash | 12 |
| | Paid W. King cheque for | 7920 |
| | to settle his account, being allowed discount | 80 |
| 31. | Sold merchandise for cash | 750 |
| | Petty Cashier is given cheque to recoup him for his expenditure for the month | |
| | Paid salaries for the month by cheque | 480 |
| | Paid expenses by cheque | 2 |

His merchandise inventory at the close of the period was valued at \$6400.

Other than \$50 Petty Cash retained in the office for all payments under \$20, all cash and cheques, as and when received in payment of accounts, etc., were paid daily into the Bank of Montreal. All payments over \$20 were made by cheque.

G 25.

On the 1st January J. Lynch started business with the following assets: merchandise \$6000, cash in bank \$10000, office equipment \$800, buildings \$7000, land \$8000.

He owed J. Laidlaw \$3000, interest at 6 per cent being payable half-yearly.

| | | | |
|------|-----|--|--------|
| Jan. | 1. | He sold merchandise on credit to W. Kitson | \$5000 |
| | | He drew out of Bank for Petty Cash | 50 |
| | 3. | He paid expenses by cash | 5 |
| | 5. | He sold merchandise on credit to H. Harvie | 6000 |
| | | He purchased merchandise on credit from M. Malcolm | 8000 |
| | 8. | He paid expenses by cheque | 126 |
| | 10. | He sold merchandise on credit to G. Roberts | 5000 |
| | 13. | H. Harvie paid cheque \$3940, being allowed discount | 60 |
| | | W. Kitson paid cheque \$4950, being allowed discount | 50 |
| | 16. | He purchased merchandise on credit from J. Veitch | 6000 |
| | 18. | He paid M. Malcolm cheque \$7920, being allowed discount | 80 |
| | 23. | He sold merchandise on credit to W. Scott | 4000 |
| | 25. | G. Roberts paid cheque \$4950, being allowed discount | 50 |
| | | He sold merchandise for cash | 400 |
| | 27. | He purchased equipment by cheque | 250 |
| | 31. | He sold merchandise on credit to C. Balfour | 4000 |
| | | He paid salaries by cheque \$450 and expenses by cash | 10 |
| Feb. | 1. | He gave Petty Cashier cheque for | 15 |
| | 3. | He sold merchandise on credit to C. Balfour | 3000 |
| | 6. | He purchased merchandise on credit from M. Malcolm | 9000 |
| | 9. | He paid expenses by cash | 10 |
| | 12. | He sold merchandise for cash | 300 |
| | | C. Balfour paid cheque \$3960, being allowed discount | 40 |
| | 15. | He sold merchandise on credit to P. Durie | 5000 |
| | 19. | He purchased merchandise on credit from H. Harvie | 7000 |
| | 21. | He purchased merchandise by cheque | 200 |
| | | He paid J. Veitch cheque in settlement | 6000 |
| | 24. | He sold merchandise on credit W. Kitson | 4000 |
| | 27. | W. Scott paid cheque in settlement of his account | 4000 |
| | 28. | He paid salaries by cheque \$430 and expenses by cash | 15 |
| | | He gave Petty Cashier cheque for | 25 |

His merchandise inventory at the 31st January was taken at \$9000. Salaries had accrued, but not been paid, amounting to \$56.

G 26.

W. Sykes commenced business on the 1st January with the following assets: cash in bank \$5000, merchandise \$6000, equipment \$2000, buildings \$8000, land \$6000.

He owed \$2000 to F. Gordon, on which he had to pay interest half-yearly at 6 per cent, on the 30th June and 31st December.

His transactions were as follows for his first quarter—

| | | | |
|------|-----|---|------|
| Jan. | 1. | He withdrew from Bank for Petty Cash | \$50 |
| | | He sold merchandise on credit to A. MacLaren | 2000 |
| | 5. | He sold merchandise on credit to F. Williams | 5000 |
| | 15. | He paid expenses cash | 5 |
| | 20. | He sold merchandise on credit to J. Winter | 6000 |
| | | He paid expenses by cheque | 50 |
| | 25. | A. MacLaren paid cheque | 1980 |
| | | being allowed discount | 20 |
| | | He made cash sales | 80 |
| | 30. | He sold merchandise on credit to R. Findlay | 7000 |
| | | He purchased merchandise on credit from J. Hayes | 9000 |
| | 31. | He sold merchandise on credit to H. Woodley | 6000 |
| | | He paid expenses by cash | 15 |
| | | He paid salaries by cheque | 400 |
| Feb. | 2. | H. Woodley paid cheque for | 5940 |
| | | being allowed discount | 60 |
| | | He made cash sales | 400 |
| | | He paid expenses by cash | 10 |
| | 7. | He sold merchandise on credit to H. Hoodley | 4000 |
| | | He paid expenses by cash | 8 |
| | 12. | R. Findlay paid cheque | 6930 |
| | | being allowed discount | 70 |
| | | He made cash sales | 600 |
| | 18. | J. Winter gave him a Bill Receivable one month for | 6000 |
| | | He paid expenses by cash | 6 |
| | 27. | He sold merchandise on credit to R. Findlay | 2000 |
| | | He paid salaries by cheque | 380 |
| | | He paid expenses by cash | 4 |
| Mar. | 1. | He purchased merchandise on credit from F. Shaw | 9000 |
| | 7. | F. Williams paid cheque | 4950 |
| | | being allowed discount | 50 |
| | | He paid expenses by cash | 6 |
| | | He made cash sales | 80 |
| | 10. | He sold merchandise on credit to A. MacLaren | 4000 |
| | | He paid J. Hayes cheque for | 8910 |
| | | being allowed discount | 90 |
| | | He paid expenses by cheque | 75 |
| | 18. | He sold merchandise on credit to L. H. Smith | 2000 |
| | 21. | J. Winter meets his bill for | 6000 |
| | 24. | He purchased merchandise on credit from J. Robinson | 2000 |
| | | He paid expenses by cash | 5 |
| | 28. | He sold merchandise on credit to F. Williams | 4000 |
| | | He made cash sales | 70 |
| | | He paid expenses by cheque | 200 |
| | 31. | He paid salaries by cheque | 410 |
| | | He paid expenses by cash | 8 |

His merchandise inventory at the close of the period was valued at \$6000.

All payments above \$20 were made by cheque.

G 27.

J. Broomfield commenced business on the 1st July with the following assets: cash in bank \$3500, merchandise \$5000, office equipment \$1000, buildings \$8000, land \$7000.

He owed \$3000 to G. Ainslie, and had to pay interest on this loan at 6 per cent per annum, half-yearly at 30th June and 31st December.

J. Broomfield's transactions for the month of July were as follows—

| | | | |
|------|-----|--|------|
| July | 1. | He drew cheque on Bank for Petty Cash | \$20 |
| | 2. | He sold merchandise on credit to W. Dunlop | 4000 |
| | 3. | He paid expenses out of Petty Cash | 6 |
| | 4. | He purchased equipment by cheque | 500 |
| | 8. | He sold merchandise on credit to A. Selkirk | 1000 |
| | | He sold merchandise on credit to C. Hope | 5000 |
| | | C. Hope gave him a Bill Receivable for | 5000 |
| | 14. | He purchased merchandise on credit from C. Swinton | 6000 |
| | | W. Dunlop paid cheque for \$3960 and was allowed discount | 40 |
| | | He sold merchandise for cash | 200 |
| | 15. | He discounted C. Hope's bill with the bank, allowing it \$25 discount, and receiving as proceeds | 4975 |
| | 18. | He gave C. Swinton a Bill Payable for | 6000 |
| | | He purchased merchandise on credit from C. Swinton | 1000 |
| | | He purchased merchandise on credit from C. Smith | 2000 |
| | 23. | He sold merchandise on credit to W. Dunlop | 4000 |
| | | He sold merchandise for cash | 300 |
| | | A. Selkirk paid him cheque \$990 being allowed discount | 10 |
| | 24. | He purchased merchandise on credit from C. Smith | 3000 |
| | | He paid C. Smith cheque \$1980, being allowed discount | 20 |
| | | He paid expenses out of Petty Cash | 8 |
| | 31. | He sold merchandise on credit to C. Hope | 2000 |
| | | He reimbursed the Petty Cashier for expenditure made by him during the month. | |
| | | He paid salaries by cheque \$350, and expenses by cheque | 124 |

His merchandise inventory at 31st July was valued at \$6000.

He paid all cash and cheques as and when received daily into the bank.

He made all payments over \$10 by cheque. The remainder were made through Petty Cash.

G 28.

D. Whitelaw commenced business on the 1st July with the following assets: cash in bank \$3000, merchandise \$2000, equipment \$1000, buildings \$4000, land \$3000.

He owed \$1000 to J. Deans, interest at 6 per cent being payable half-yearly, 30th June and 31st December.

His transactions for July were as follows—

| | | |
|------|--|------|
| July | 1. He drew from Bank for Petty Cash | \$50 |
| | 3. He sold merchandise on credit to T. Lunn | 1500 |
| | He paid expenses by cash | 8 |
| | 4. He purchased merchandise on credit from J. Forster | 4000 |
| | T. Lunn gave Bill Receivable for | 1500 |
| | 5. He sold merchandise on credit to G. Young | 1000 |
| | He discounted T. Lunn's bill with Bank, proceeds | 1485 |
| | He sold merchandise for cash | 100 |
| | He purchased merchandise for cheque | 200 |
| | 7. He sold merchandise on credit to W. Haig | 500 |
| | He paid J. Forster cheque \$3960, being allowed discount | 40 |
| | 9. G. Young paid cheque \$990, being allowed discount | 10 |
| | W. Haig paid cheque \$495, being allowed discount | 5 |
| | 10. He sold merchandise on credit to D. Lawson | 2500 |
| | He purchased equipment by cheque | 300 |
| | 11. He sold merchandise on credit to R. Dodds | 2000 |
| | He paid expenses by cash | 7 |
| | 12. He purchased merchandise on credit from J. Forster | 5000 |
| | He gave J. Forster a Bill Payable (30 days) for | 5000 |
| | 14. He sold merchandise on credit to A. Telfer | 1000 |
| | D. Lawson paid cheque \$2475, being allowed discount | 25 |
| | R. Dodds paid cheque \$1980, being allowed discount | 20 |
| | 15. He sold merchandise for cash | 150 |
| | A. Telfer paid cheque \$990, being allowed discount | 10 |
| | 16. He sold merchandise on credit to G. Young | 2000 |
| | He purchased merchandise on credit from A. Mack | 3000 |
| | 18. He sold merchandise on credit to A. Telfer | 2000 |
| | He paid expenses by cash | 9 |
| | 21. He sold merchandise on credit to T. Lunn | 4000 |
| | A. Telfer gave Bill Receivable for | 2000 |
| | 22. He paid A. Mack cheque for \$2970, being allowed discount | 30 |
| | He paid expenses by cash | 8 |
| | 24. He sold merchandise on credit to D. Lawson | 2000 |
| | 26. He sold merchandise on credit to R. Dodds | 2000 |
| | He paid expenses by cheque | 56 |
| | 28. He purchased merchandise on credit from J. Kerr | 3000 |
| | He paid expenses by cash | 8 |
| | 29. He sold merchandise for cash | 120 |
| | He paid expenses by cash | 5 |
| | 30. He sold merchandise on credit to W. Haig | 1500 |
| | 31. He paid expenses by cash | 2 |
| | He recouped Petty Cashier, bringing his balance in hand up to | 50 |
| | He paid expenses by cheque | 125 |
| | He paid salaries by cheque | 364 |

His merchandise inventory at the 31st July was valued at \$2000. All payments over \$10 were made by cheque The remainder were made through the Petty Cash.

G 29.

W. Chalmers commenced business on the 1st January with the following assets: cash in bank \$2000, merchandise \$1000, equipment \$600, buildings \$5000, land \$3000.

He owed \$2000 to W. Combe, interest at 6 per cent being payable half-yearly at the 30th June and 31st December.

His transactions for January were as follows—

| | | | |
|------|-----|---|------|
| Jan. | 1. | He drew from Bank for Petty Cash | \$50 |
| | | He purchased merchandise on credit from W. Nairn | 3000 |
| | 3. | He sold merchandise on credit to A. Knox | 500 |
| | | A. Knox gave Bill Receivable for | 500 |
| | | He gave W. Nairn a Bill Payable for | 3000 |
| | 5. | He sold merchandise on credit to A. Lorimer | 1500 |
| | | He discounted A. Knox's bill with Bank, proceeds | 495 |
| | 7. | He sold merchandise on credit to J. Gow | 1000 |
| | | He paid expenses by cash | 8 |
| | 9. | He sold merchandise on credit to A. Cessford | 2000 |
| | 10. | He purchased merchandise on credit from A. Wilson | 5000 |
| | | W. Nairn agrees to allow him to retire his bill of exchange, accepting \$2985, discount | 15 |
| | 11. | A. Lorimer paid cheque \$1485, he was allowed discount | 15 |
| | | J. Gow paid cheque \$990, he was allowed discount | 10 |
| | | He paid expenses by cash | 7 |
| | 12. | He sold merchandise on credit to J. Hume | 3000 |
| | | A. Cessford gave Bill Receivable for | 2000 |
| | | He paid expenses by cash | 9 |
| | 14. | He sold merchandise on credit to W. Sanderson | 2500 |
| | | J. Hume paid cheque \$2970, he was allowed discount | 30 |
| | | He sold merchandise for cash | 300 |
| | | He paid A. Wilson cheque \$4950, receiving discount | 50 |
| | 15. | He purchased merchandise on credit from W. Nairn | 4000 |
| | | He paid expenses by cash | 8 |
| | 16. | He sold merchandise on credit to A. Lorimer | 3000 |
| | 17. | He sold merchandise on credit to A. Cessford | 2000 |
| | 18. | He purchased merchandise on credit from W. Walker | 6000 |
| | 19. | He gave W. Walker a Bill Payable for | 6000 |
| | | He paid expenses by cash | 8 |
| | 21. | He sold merchandise on credit to A. Brown | 2000 |
| | | He purchased equipment by cheque | 146 |
| | 22. | He sold merchandise on credit to A. Knox | 3000 |
| | | A. Brown paid cheque \$1980, being allowed discount | 20 |
| | | He sold merchandise for cash | 150 |
| | 23. | He paid W. Nairn cheque \$3960, being allowed discount | 40 |
| | 24. | He sold merchandise on credit to R. Handyside | 2000 |
| | | He paid expenses by cash | 5 |
| | 25. | He purchased merchandise on credit from A. Wilson | 3000 |
| | | R. Handyside gave Bill Receivable for | 2000 |
| | 26. | He sold merchandise on credit to H. Webb | 2000 |
| | | He discounted R. Handyside's bill with Bank, proceeds | 1980 |
| | | He sold merchandise for cash | 100 |
| | 28. | He paid expenses by cheque | 142 |
| | 29. | He sold merchandise on credit to J. Gow | 1500 |

| | | |
|----------|---|--------|
| Jan. 29. | He purchased merchandise on credit from W. Nairn . . . | \$4000 |
| 30. | He sold merchandise on credit to A. Brown . . . | 1000 |
| 31. | He paid expenses by cash . . . | 2 |
| | He gave Petty Cashier cheque to bring his balance of cash up to . . . | 50 |
| | He paid expenses by cheque . . . | 165 |
| | He paid salary by cheque . . . | 387 |

His merchandise inventory at 31st January was valued at \$4500.

All payments over \$10 were made by cheque. The remaining payments were made through the Petty Cash.

G 30.

H. Stewart commenced business on the 1st January with the following assets: cash in Bank of Montreal \$5000, merchandise \$8000, equipment \$2000, buildings \$6000, land \$4000.

He owed \$1000 on open account to W. Blake.

He owed \$3000 to S. Headlam on which he had to pay interest at the rate of 6 per cent per annum.

All payments over \$10 are made by cheque.

| | | |
|---------|---|--------|
| Jan. 1. | He sold merchandise on credit to F. Crane . . . | \$2000 |
| | He withdrew from Bank for Petty Cash . . . | 50 |
| 2. | He made cash sales . . . | 400 |
| | He paid expenses by cheque . . . | 220 |
| 3. | He sold merchandise on credit to L. Young . . . | 4000 |
| | F. Crane gave a Bill Receivable for . . . | 2000 |
| 4. | He sold merchandise on credit to E. Post . . . | 3000 |
| | He discounted F. Crane's bill with Bank, proceeds . . . | 1990 |
| 5. | He purchased merchandise on credit from T. Hazlitt . . . | 7000 |
| | He sold merchandise on credit to P. Tarrant . . . | 1000 |
| | He paid expenses by cash . . . | 6 |
| 8. | L. Young paid cheque \$3960, being allowed discount . . . | 40 |
| | E. Post paid cheque \$2970, being allowed discount . . . | 30 |
| 9. | He sold merchandise on credit to A. Beatty . . . | 2000 |
| | He paid T. Hazlitt by cheque \$6970, being allowed discount . . . | 30 |
| 10. | P. Tarrant paid cheque \$990, being allowed discount . . . | 10 |
| | He made cash sales . . . | 100 |
| | A. Beatty gave Bill Receivable for . . . | 2000 |
| 11. | He sold merchandise on credit to F. Crane . . . | 4000 |
| | He discounted A Beatty's bill with Bank, being charged discount . . . | 10 |
| 12. | He purchased merchandise on credit from L. Hearn . . . | 9000 |
| | He paid expenses by cash . . . | 5 |
| 14. | He sold merchandise on credit to T. Carlyle . . . | 3000 |
| | He gave L. Hearn a Bill Payable for . . . | 9000 |
| 15. | T. Carlyle paid cheque \$2970, being allowed discount . . . | 30 |
| | He made cash sales . . . | 100 |
| 16. | He sold merchandise on credit to E. Post . . . | 6000 |
| | He paid expenses by cash . . . | 4 |
| 17. | He purchased merchandise no credit from T. Hazlitt . . . | 8000 |
| | He paid W. Blake cheque \$990, being allowed discount . . . | 10 |

| | | |
|----------|---|--------|
| Jan. 18. | He sold merchandise on credit to A. Beatty | \$5000 |
| | He paid expenses by cash | 6 |
| 19. | E. Post gave Bill Receivable for | 6000 |
| | He paid expenses by cheque | 400 |
| | He paid expenses by cash | 8 |
| 21. | He sold merchandise on credit to E. Post | 5000 |
| | He purchased merchandise for cheque | 200 |
| 22. | He paid expenses by cash | 8 |
| 23. | He sold merchandise on credit to P. Tarrant | 4000 |
| 24. | He purchased merchandise on credit from H. Donald | 6000 |
| | F. Crane paid cheque for \$3960, being allowed discount | 40 |
| | A. Beatty paid cheque for \$4950, being allowed discount | 50 |
| 25. | He sold merchandise on credit to L. Young | 3000 |
| 26. | He paid expenses by cash | 10 |
| 28. | He sold merchandise on credit to F. Carlyle | 2000 |
| 29. | He made cash sales | 200 |
| 30. | He sold merchandise on credit to F. Crane | 4000 |
| 31. | He paid salaries by cheque | 420 |
| | He paid expenses by cheque | 150 |
| | He paid expenses by cash | 8 |
| | He gave Petty Cashier cheque sufficient to bring his balance of Petty Cash up to | 50 |

Write depreciation off the equipment at 3 per cent per annum,
and off the buildings at 6 per cent per annum.

His merchandise inventory at 31st January was valued at \$3000.

*Group H.**Exercises Nos. 31-32.**(See also E, F, and G.)*

Special Features. Use of Cash Book suitable for an office in which all cash and cheques received are not banked daily, but in which large sums of cash are retained in the office, and large payments are made out of cash in the office.

Books. General Journal.

Sales Journal.

Purchases Journal.

Cash Book (see Rulings, Cash Books Nos. 5 and 7).

Ledger.

NOTE. The Cash Book should be ruled so as to show readily at any hour the balance of cash and cheques in the office, and, by taking the difference between the bank columns, the balance in the bank.

Instructions.

Write up the books.

Make the necessary transfers and adjustments through the General Journal.

Close off the Ledger ready for the next period.

Prepare Profit and Loss Statement for the period under review, and Balance Sheet for the close of the period.

H 31.

On 1st July, J. King commenced business with the following assets: cash in office \$100, cash in bank \$6000, merchandise \$8000, office equipment, fixtures, etc. \$2000, buildings \$12000, land \$8000.

He owed \$5000 to D. Anderson, interest being payable at 6 per cent per annum at 30th June and 31st December.

His transactions for the month of July were as follows—

| | | |
|---------|---|--------|
| July 2. | He purchased merchandise on credit from S. Ford | \$2000 |
| | He purchased office equipment for cash | 50 |
| 4. | He paid S. Ford's account by cheque | 1980 |
| | being allowed discount | 20 |
| | He paid office expenses by cash | 15 |
| 6. | He sold merchandise on credit to H. Hughes | 5000 |
| 10. | He sold merchandise on credit to S. Adair | 6000 |
| | He purchased merchandise on credit from K. Norris | 7000 |
| | H. Hughes settled his account by cheque | 4950 |
| | being allowed discount | 50 |
| | He sold merchandise for cash | 100 |
| | He paid into the Bank cheque and cash | 5050 |
| 12. | He sold merchandise on credit to A. Trudeau | 1000 |
| | He sold merchandise for cash | 200 |
| | S. Adair gave a Bill Receivable (60 days) | 6000 |
| | He paid office expenses out of cash | 50 |
| 16. | He sold merchandise on credit to A. Macdonald | 4000 |
| | He sold merchandise on credit to E. Meekison | 5000 |
| | He paid K. Norris by cheque | 6970 |
| | being allowed discount | 30 |
| 18. | He purchased merchandise on credit from S. Ford | 6000 |
| | A. Trudeau settled his account by cheque | 990 |
| | being allowed discount | 10 |
| | He paid into the Bank cheque and cash | 1090 |
| 19. | He sold merchandise on credit to H. Hughes | 5000 |
| | He gave S. Ford a Bill Payable (60 days) | 6000 |
| | A. Macdonald settles his account with cheque | 3960 |
| | being allowed discount | 40 |
| | He pays this cheque into the bank | |
| | He pays office expenses out of cash | 30 |
| 23. | He sold merchandise on credit to A. Macdonald | 4000 |
| | He purchased merchandise on credit from K. Norris | 8000 |
| | H. Hughes gave him a Bill Receivable (60 days) | 5000 |
| 25. | He purchased merchandise on credit from A. Watt | 2000 |
| | E. Meekison settled his account by cheque | 4950 |
| | being allowed discount | 50 |
| | He sold merchandise for cash | 150 |
| | He paid into bank cheque and cash | 5000 |
| 27. | He sold merchandise on credit to A. Trudeau | 5000 |
| | He discounted H. Hughes' Bill Receivable with the bank proceeds | 4940 |
| | He sold merchandise for cash | 50 |
| | He paid office expenses out of cash | 25 |
| 31. | He paid salaries by cheque | 625 |

| | | |
|----------|--|------|
| Jan. 31. | He paid office expenses by cash | \$80 |
| | He drew out of bank for private purposes | 400 |

His inventory of merchandise at 31st July was valued at \$6500.

In addition to interest on the loan, office expenses had accrued, but had not been paid, amounting to \$75.

H 32.

On 1st January, J. Benson started business with the following assets: merchandise \$6000, cash in bank \$16000, cash in office \$50, office equipment \$500, land \$10000, buildings \$6000, totalling \$38550.

He still owed \$2000 to H. Jones, being part of the purchase price of the buildings. Interest at 6 per cent per annum was payable on this at 30th June and 31st December.

The following were his transactions for the month of January—

| | | | |
|------|-----|--|--------|
| Jan. | 1. | Purchased merchandise on credit from W. Simpson | \$4000 |
| | 2. | Purchased merchandise on credit from C. Lewis | 5000 |
| | 3. | Sold merchandise on credit to C. Hollinshead | 8000 |
| | 4. | Paid C. Lewis' account in full by cheque, being allowed discount | 200 |
| | 5. | Purchased merchandise from R. Johnson on credit | 4000 |
| | | Paid office salaries by cheque | 600 |
| | 6. | Returned merchandise to R. Johnson as not being up to sample | 500 |
| | | Paid general office expenses out of cash | 20 |
| | 8. | Purchased merchandise for cheque | 500 |
| | 9. | Purchased merchandise from C. Lewis on credit | 3000 |
| | | Gave C. Lewis a Bill Payable in 30 days for | 3000 |
| | 10. | Sold on credit to W. Wilson merchandise | 8000 |
| | 11. | Sold on credit to C. Hollinshead merchandise | 800 |
| | 12. | Paid W. Simpson cheque for | 4750 |
| | | being allowed discount | 250 |
| | | Paid office salaries by cheque | 600 |
| | 13. | Offered to retire the Bill Payable given to C. Lewis, he agreed, and allowed discount \$150, paid cheque | 2850 |
| | | Drew cash out of the bank | 45 |
| | | and paid general office expenses for the week | 25 |
| | 15. | Paid R. Johnson cheque on account | 3000 |
| | | W. Wilson returns goods sent in error, and pays cash | 1000 |
| | | on account which is banked at once | 5000 |
| | | Paid general office expenses out of cash | 20 |
| | 16. | Sold on credit to M. Hogan merchandise | 7500 |
| | | M. Hogan gave Bill Receivable at 30 days | 7500 |
| | 17. | C. Hollinshead paid cheque for | 7600 |
| | | and was allowed discount | 400 |
| | | Made cash sales of merchandise | 600 |
| | | Paid cash and cheque into bank | 8200 |
| | 18. | Sold C. Hollinshead merchandise on credit | 4600 |
| | 19. | Paid office salaries by cheque | 300 |

| | | |
|----------|---|-------|
| Jan. 20. | Paid general office expenses out of cash | \$15 |
| 22. | Made cash sales of merchandise | 1400 |
| | Paid cash into bank | 1085 |
| | Paid general office expenses out of cash | 100 |
| 22. | Purchased merchandise from H. Duncan on credit | 10000 |
| 23. | Sold merchandise on credit to R. Johnson | 5000 |
| 24. | Allowed M. Hogan to retire his Bill Receivable dated 16th, and he paid in cheque for | 7175 |
| | being allowed discount | 325 |
| 25. | Paid general office expenses out of cash | 50 |
| | Purchased merchandise for cheque | 2000 |
| 26. | Paid salaries by cheque | 600 |
| 27. | Paid general office expenses out of cash | 15 |
| 30. | Sold on credit to M. Hogan merchandise | 3000 |
| 31. | Purchased from C. Lewis on credit merchandise | 6000 |
| | He draws out of bank for private purposes | 500 |

Merchandise inventory at the 31st January was taken at \$11000.

Salaries had accrued, but had not been paid, amounting to \$400.

*Group I.**Exercises Nos. 33-35.*

Special Features. Control or Total Accounts for Subsidiary Ledgers.

Books. General Journal.

Sales Journal.

Purchases Journal.

Cash Book (see Cash Book ruling No. 4).¹

Petty Cash Book.

Ledger : General or Private.

„ Accounts Receivable, Sundry Debtors, or Trade Debtors.

„ Accounts Payable, Sundry Creditors, or Trade Creditors.

Instructions.

All cash and cheques when received are paid daily into the bank.

All cash payments are made through the Petty Cash. The remainder are by cheque.¹

All sales and purchases are on credit unless stated differently.

Make the necessary entries in the books of original entry.

Open control accounts in the General Ledger for the Trade Debtors and Trade Creditors. Agree the totals of the balances of these accounts with their own Ledgers, respectively.

Take out a Trial Balance.

Make necessary transfers and adjustments in the General Journal and post them.

Take out a Final Trial Balance.

Prepare a Profit and Loss Statement for the whole period under review.

Prepare a Balance Sheet as at the close of that period.

¹ (But see Note below Index to Suggested Rulings.)

I 33.

John Richardson commenced business on the 1st January with the following assets : cash in bank \$4000, merchandise \$6000, land \$10000, buildings \$12000, equipment \$4000.

He owed P. Ritchie \$8000 on which he paid interest at 8 per cent per annum at 30th June and 31st December.

| | | | |
|------|-----|--|-------|
| Jan. | 1 | He withdrew from Bank for Petty Cash | \$50 |
| | | He purchased merchandise from D. Rolls | 6000 |
| | | He sold merchandise to J. Haslam | 4000 |
| | | He sold merchandise to S. Williams | 4000 |
| | 4. | He sold merchandise to J. Benson | 2000 |
| | | He sold merchandise to W. Joseph | 6000 |
| | | He sold merchandise to S. Fisher | 4000 |
| | 8. | He paid expenses out of cash | 10 |
| | | He paid expenses by cheque | 150 |
| | | S. Williams paid cheque \$3960, discount | 40 |
| | | J. Benson paid cheque \$1980, discount | 20 |
| | 12. | He purchased merchandise from D. Rae | 10000 |
| | | He paid expenses out of cash | 4 |
| | | He sold merchandise for cash | 400 |
| | 14. | He sold merchandise to G. Aitken | 8000 |
| | | He sold merchandise to H. Wright | 4000 |
| | | W. Joseph paid cheque \$5940, discount | 60 |
| | | S. Fisher paid cheque \$3960, discount | 40 |
| | 18. | H. Wright paid cheque \$3960, discount | 40 |
| | | He paid D. Rolls cheque \$5940, discount | 60 |
| | 20. | He purchased merchandise from H. Jones | 9000 |
| | | J. Haslam paid cheque \$3960, discount | 40 |
| | 27. | He sold merchandise to M. Cowan | 5000 |
| | | He sold merchandise to D. Ross | 5000 |
| | | He paid expenses out of cash | 8 |
| | 31. | He sold merchandise to H. Wright | 4000 |
| | | He paid salaries by cheque | 600 |
| | | G. Aitken paid cheque \$7920, discount | 80 |
| | | M. Cowan paid cheque \$4950, discount | 50 |
| | | He sold merchandise for cash | 400 |
| Feb. | 1. | He drew cheque for Petty Cash | 22 |
| | | He paid expenses by cheque | 120 |
| | | H. Wright paid cheque \$3960, discount | 40 |
| | | D. Ross paid cheque \$4950, discount | 50 |
| | | He paid H. Jones cheque \$8910, discount | 90 |
| | 8. | He purchased merchandise from H. Jones | 12000 |
| | | He sold merchandise to S. Williams | 4000 |
| | | He paid expenses out of cash | 15 |
| | | He purchased equipment by cheque | 1000 |
| | 14. | He sold merchandise to G. Aitken | 6000 |
| | | He sold merchandise to D. Ross | 8000 |
| | | He sold merchandise for cash | 600 |
| | 20. | He paid expenses out of cash | 14 |
| | | G. Aitken paid cheque \$5940, discount | 60 |
| | 28. | He paid expenses out of cash | 16 |
| | | He paid salaries by cheque | 580 |
| | | He sold merchandise for cash | 1000 |

| | | |
|----------|--|--------|
| Feb. 28. | He paid H. Jones on account | \$6000 |
| Mar. 1. | He purchased merchandise from L. Grier | 12000 |
| | He sold merchandise to M. Cowan | 4000 |
| | He drew cheque for Petty Cash | 45 |
| | He sold merchandise for cash | 900 |
| 9. | He sold merchandise to J. Haslam | 5000 |
| | He sold merchandise to S. Fisher | 4000 |
| | He sold merchandise to G. Aitken | 2000 |
| | He sold merchandise to C. Howard | 1000 |
| 14. | He paid expenses out of cash | 5 |
| | He paid expenses by cheque | 160 |
| | He sold merchandise for cash | 500 |
| 15. | He purchased merchandise from D. Rolls | 9000 |
| | He sold merchandise to J. Benson | 4000 |
| | He paid expenses out of cash | 15 |
| | G. Aitken paid cheque \$1980, discount | 20 |
| 25. | He sold merchandise to W. Joseph | 6000 |
| | He paid expenses by cheque | 120 |
| | He paid D. Rae cheque \$9900, discount | 100 |
| | He sold merchandise for cash | 600 |
| 31. | He paid expenses out of cash | 10 |
| | He drew cheque for Petty Cash | 30 |
| | He paid salaries by cheque | 600 |

His merchandise inventory at the 31st March was \$3000.

I 34.

James Aird commenced business on the 1st January with the following assets: cash in bank \$4000, merchandise \$8000, equipment \$3000, land \$12000, buildings \$15000.

He owed \$10000 to George Reid, to whom he had to pay interest on this sum at 6 per cent per annum at 30th June and 31st December.

His transactions were as follows—

| | | |
|---------|--|------|
| Jan. 1. | He drew cheque on Bank for Petty Cash | \$50 |
| | He sold merchandise to J. Davidson | 4000 |
| | He sold merchandise to W. Bond | 6000 |
| | He paid expenses out of Petty Cash | 5 |
| 3. | He purchased merchandise from T. Barker | 9000 |
| | J. Davidson paid cheque \$3960, discount | 40 |
| | W. Bond paid cheque \$5940, discount | 60 |
| | He sold merchandise for cash | 100 |
| 7. | He sold merchandise to T. Hackett | 5000 |
| | He sold merchandise to J. Elder | 6000 |
| | He sold merchandise to W. David | 1000 |
| | He paid expenses out of Petty Cash | 6 |
| 10. | He purchased merchandise from P. Kelly | 9000 |
| | T. Hackett paid cheque \$4950, discount | 50 |
| | J. Elder paid cheque \$5940, discount | 60 |
| | He purchased equipment by cheque | 300 |
| | He purchased merchandise by cheque | 190 |
| 14. | He sold merchandise to T. Armstrong | 6000 |

| | | | | |
|--|---|--|--|------|
| Jan. | 14. | He sold merchandise to H. Wainwright | \$4000 | |
| | | He paid T. Barker cheque \$8910, discount | 90 | |
| | | He paid expenses out of Petty Cash | 4 | |
| | | He paid expenses by cheque | 150 | |
| | 20. | He sold merchandise to L. McGibbon | 3000 | |
| | | He purchased merchandise from S. Durnford | 8000 | |
| | | W. David paid cheque \$990, discount | 10 | |
| | | T. Armstrong paid cheque \$5940, discount | 60 | |
| | 25. | He sold merchandise for cash | 150 | |
| | | He sold merchandise to J. Simpson | 5000 | |
| He sold merchandise to C. Workman | | 4000 | | |
| He sold merchandise to H. Morgan | | 2000 | | |
| Feb. | 31. | H. Wainwright paid cheque \$3960, discount | 40 | |
| | | L. McGibbon paid cheque \$2970, discount | 30 | |
| | | He paid expenses out of Petty Cash | 15 | |
| | | He purchased merchandise from D. Green | 8000 | |
| | 1. | He sold merchandise to R. Kerr | 4000 | |
| | | He sold merchandise to J. Gaunt | 3000 | |
| | | He paid by cheque salaries | 360 | |
| | | He paid expenses out of Petty Cash | 10 | |
| | 4. | He sold merchandise to H. Pettigrew | 6000 | |
| | | He drew cheque on bank for Petty Cash | 40 | |
| He paid expenses by cheque | | 200 | | |
| He purchased merchandise from P. Kelly | | 1000 | | |
| Mar. | 8. | J. Gaunt paid cheque \$2970, discount | 30 | |
| | | He paid S. Durnford \$7920, discount | 80 | |
| | | He sold merchandise for cash | 200 | |
| | | He sold merchandise to L. McGibbon | 5000 | |
| | 10. | J. Simpson paid cheque \$4950, discount | 50 | |
| | | C. Workman paid cheque \$3960, discount | 40 | |
| | | He paid expenses out of Petty Cash | 10 | |
| | | He sold merchandise to J. Davidson | 4000 | |
| | 20. | He purchased equipment by cheque | 100 | |
| | | He paid expenses by cheque | 60 | |
| He purchased merchandise by cheque | | 150 | | |
| He sold merchandise to W. Bond | | 2000 | | |
| Feb. | 24. | He purchased merchandise from S. Durnford | 8000 | |
| | | He paid expenses out of Petty Cash | 12 | |
| | | He sold merchandise to J. Gaunt | 5000 | |
| | | W. Bond paid cheque \$1980, discount | 20 | |
| | 28. | L. McGibbon paid cheque \$4950, discount | 50 | |
| | | He sold merchandise for cash | 180 | |
| | | He sold merchandise to P. Connor | 6000 | |
| | | He purchased merchandise for cheque | 200 | |
| | Mar. | 1. | He sold merchandise to H. Little | 1000 |
| | | | He paid P. Kelly cheque \$9900, discount | 100 |
| He paid salaries by cheque | | | 340 | |
| He paid expenses out of Petty Cash | | | 15 | |
| 4. | | He sold merchandise for cash | 300 | |
| | | He purchased merchandise from P. Kelly | 9000 | |
| | | He sold merchandise to H. Wainwright | 4000 | |
| | | P. Connor paid cheque \$5940, discount | 60 | |
| 2. | | He drew cheque on bank for Petty Cash | 37 | |
| | | He paid expenses by cheque | 90 | |
| | He sold merchandise to T. Armstrong | 6000 | | |
| | J. Gaunt paid cheque \$4950, discount | 50 | | |
| | | H. Pettigrew paid cheque \$5940, discount | 60 | |

| | | |
|----------|--|--------|
| Mar. 10. | He sold merchandise to J. Simpson | \$3000 |
| | He paid D. Green cheque \$7920, discount | 80 |
| | He paid expenses out of Petty Cash | 10 |
| | He sold merchandise for cheque | 200 |
| 16. | He purchased merchandise from T. Barker | 6000 |
| | T. Armstrong paid cheque \$5940, discount | 60 |
| | H. Wainwright paid cheque \$3960, discount | 40 |
| | He purchased merchandise from D. Green | 2000 |
| | He paid expenses out of Petty Cash | 12 |
| 20. | He sold merchandise to T. Hackett | 4000 |
| | He sold merchandise to P. Connor | 2000 |
| | He paid expenses out of Petty Cash | 15 |
| 26. | He sold merchandise to J. Elder | 4000 |
| | He paid expenses out of Petty Cash | 10 |
| | He sold merchandise for cheque | 160 |
| 31. | He sold merchandise to W. David | 2000 |
| | He paid salaries by cheque | 360 |
| | He drew cheque on bank for Petty Cash | 47 |
| | He sold merchandise for cheque | 250 |
| | He withdrew from Bank for private purposes | 400 |

His merchandise inventory at 31st March was valued at \$3000.

I 35.

T. Spencer commenced business on the 1st January with the following assets: cash in bank \$6000, merchandise \$8000, land \$14000, buildings \$20000, equipment \$2000. He owed B. Leith \$10000, on which he paid interest at 30th June and 31st December, at the rate of 8 per cent per annum. His transactions for his first quarter were as follows—

| | | |
|---------|---|------|
| Jan. 1. | He drew cheque for Petty Cash | \$50 |
| | He sold merchandise to D. Ritson | 2000 |
| | He sold merchandise to P. Whitely | 5000 |
| | He paid expenses out of Petty Cash | 10 |
| | He paid expenses by cheque | 210 |
| 4. | He sold merchandise to S. Barr | 4000 |
| | He purchased merchandise from S. McClure | 6000 |
| | He sold merchandise to R. Wadsworth | 3000 |
| | He gave S. McClure a Bill Payable (30 days) for | 6000 |
| | He purchased equipment by cheque | 200 |
| 8. | He paid expenses by cheque | 80 |
| | He sold merchandise to C. Freeman | 4000 |
| | He sold merchandise to D. Grant | 2000 |
| | D. Ritson paid cheque \$1980, discount | 20 |
| | P. Whitely paid cheque \$4950, discount | 50 |
| | C. Freeman gave Bill Receivable for | 4000 |
| | T. Spencer discounted Freeman's bill with Bank obtaining proceeds | 3970 |
| 12. | He purchased merchandise from H. Tranter | 8000 |
| | He sold merchandise to S. Moore | 3000 |
| | He sold merchandise to W. Harris | 4000 |
| | He sold merchandise to W. Day | 2000 |

| | | | | | | | | | |
|------|-----|---|---|---|---|---|---|---|---|
| Jan. | 16. | He purchased merchandise for cheque | . | . | . | . | . | . | . |
| | | S. Barr paid cheque \$3960, discount | . | . | . | . | . | . | . |
| | | R. Wadsworth paid cheque \$2970, discount | . | . | . | . | . | . | . |
| | | S. Moore paid cheque \$2970, discount | . | . | . | . | . | . | . |
| | | He paid H. Tranter cheque | . | . | . | . | . | . | . |
| | | discount | . | . | . | . | . | . | . |
| | | He paid expenses out of cash | . | . | . | . | . | . | . |
| | 24. | He purchased merchandise for cheque | . | . | . | . | . | . | . |
| | | He purchased merchandise from J. Miller | . | . | . | . | . | . | . |
| | | He sold merchandise to M. Smith | . | . | . | . | . | . | . |
| | | He sold merchandise to H. Potter | . | . | . | . | . | . | . |
| | | He sold merchandise to H. Newton | . | . | . | . | . | . | . |
| | | He gave J. Miller a 60 days Bill Payable | . | . | . | . | . | . | . |
| | 31. | He purchased merchandise from T. Manville | . | . | . | . | . | . | . |
| | | W. Harris paid cheque \$3960, discount | . | . | . | . | . | . | . |
| | | M. Smith paid cheque \$3960, discount | . | . | . | . | . | . | . |
| | | He paid expenses out of cash | . | . | . | . | . | . | . |
| | | He drew cheque for Petty Cash | . | . | . | . | . | . | . |
| | | He paid salaries by cheque | . | . | . | . | . | . | . |
| Feb. | 1 | He sold merchandise to T. White | . | . | . | . | . | . | . |
| | | H. Potter paid cheque \$4950, discount | . | . | . | . | . | . | . |
| | | W. Day paid cheque \$1980, discount | . | . | . | . | . | . | . |
| | | He paid T. Manville cheque \$6930, discount | . | . | . | . | . | . | . |
| | | He paid expenses out of cash | . | . | . | . | . | . | . |
| | 4. | He sold merchandise to W. Fraser | . | . | . | . | . | . | . |
| | | He sold merchandise to H. Mann | . | . | . | . | . | . | . |
| | 6. | His bank met, due on this day, Bill Payable for | . | . | . | . | . | . | . |
| | 10. | He purchased merchandise from J. Thomas | . | . | . | . | . | . | . |
| | | He sold merchandise to D. Baring | . | . | . | . | . | . | . |
| | | T. White paid cheque \$1980, discount | . | . | . | . | . | . | . |
| | | He paid expenses out of cash | . | . | . | . | . | . | . |
| | 15. | He sold merchandise for cash | . | . | . | . | . | . | . |
| | | He sold merchandise to W. Robinson | . | . | . | . | . | . | . |
| | | He sold merchandise to C. Freeman | . | . | . | . | . | . | . |
| | | C. Freeman gave Bill Receivable for | . | . | . | . | . | . | . |
| | | He paid expenses by cheque | . | . | . | . | . | . | . |
| | 20. | He sold merchandise for cash | . | . | . | . | . | . | . |
| | | He purchased merchandise from S. McClure | . | . | . | . | . | . | . |
| | | He paid J. Thomas cheque \$4950, discount | . | . | . | . | . | . | . |
| | | He paid expenses out of cash | . | . | . | . | . | . | . |
| | 25. | He sold merchandise to W. Day | . | . | . | . | . | . | . |
| | | He sold merchandise to C. Freeman | . | . | . | . | . | . | . |
| | | He sold merchandise to H. Potter | . | . | . | . | . | . | . |
| | | He paid expenses by cheque | . | . | . | . | . | . | . |
| | 28. | He paid salaries by cheque | . | . | . | . | . | . | . |
| | | He purchased merchandise from H. Stone | . | . | . | . | . | . | . |
| | | H. Newton paid cheque \$5940, discount | . | . | . | . | . | . | . |
| | | D. Baring paid cheque \$2970, discount | . | . | . | . | . | . | . |
| | | He paid S. McClure cheque \$5940, discount | . | . | . | . | . | . | . |
| | | He drew cheque for Petty Cash | . | . | . | . | . | . | . |
| Mar. | 1. | He sold merchandise to S. Moore | . | . | . | . | . | . | . |
| | | He sold merchandise to W. Harris | . | . | . | . | . | . | . |
| | | He sold merchandise to M. Smith | . | . | . | . | . | . | . |
| | | He paid expenses by cheque | . | . | . | . | . | . | . |
| | | He purchased merchandise for cheque | . | . | . | . | . | . | . |
| | 5. | He sold merchandise to S. Barr | . | . | . | . | . | . | . |

- Mar. 5. S. Moore paid cheque \$2970, discount .
 He paid expenses out of cash
11. He purchased merchandise from S. Tranter
 He purchased merchandise from H. Morgan
 He sold merchandise to H. Newton
 He paid expenses by cheque
16. He purchased merchandise from S. McClure
 He sold merchandise for cheque
22. He purchased merchandise from H. Stone
 He sold merchandise to T. White
 He paid H. Stone cheque \$8910, discount.
 He purchased merchandise for cheque
 He paid expenses out of cash
27. He sold merchandise to D. Ritson
 He sold merchandise to P. Whitely
 He sold merchandise to S. Moore
28. His bank met Bill Payable due on this day for
29. He purchased merchandise from J. Thomas
 S. Barrs paid cheque \$4950, discount
 H. Harris paid cheque \$990, discount
 He paid expenses out of cash
 He paid expenses by cheque
31. He sold merchandise to R. Wadsworth
 He drew cheque for Petty Cash
 He paid salaries by cheque
 He sold merchandise for cheque
 He withdrew from Bank for private purposes

His merchandise inventory at the close of the p

Write off S. Moore's account to "Bad Debts,
 which will be carried to "Profit and Loss."

*Group J.**Exercises Nos. 36-53.*

Special Features. Practice in Control Accounts for Subsidiary Ledgers.

Outward Consignment Accounts.

Expenses accrued but not paid.

Depreciation and Depreciation Reserves.

Reserves for Bad Debts and Discounts.

Preparation of Trading and Profit and Loss Statements.

Books. General Journal.

Sales Journal.

Purchases Journal.

Cash Book (see Cash Book ruling No. 4).¹

Petty Cash Book.

Ledger. General or Private.

„ Accounts Receivable, Sundry Debtors, or Trade Debtors.

„ Accounts Payable, Sundry Creditors, or Trade Creditors.

Instructions.

Make all the necessary entries for the above in the following books—

Cash Book.

Petty Cash Book.

Sales Journal.

Purchases Journal.

General Journal.

Open separate Ledgers for Trade Debtors and Trade Creditors.

Establish Control Accounts in the General or Private Ledger for these two Ledgers.

Make the necessary transfers to Profit and Loss Account.

Prepare the following statements—

(1) Trading for the period under review.

(2) Profit and Loss for the period under review.

(3) Balance Sheet as at the close of the period under review.

NOTE. Ignore fractions of a dollar, if they occur.

¹ (See Notes below Index to Suggested Rulings.)

J 36.

On July 1st W. McBain started business with the following: cash in Bank of Montreal \$5000, merchandise \$7000, office equipment \$1500, buildings \$7000, land \$5000.

He owed \$3000 to H. Johnson. This was part of the purchase price of the land and buildings, and he had to pay interest at 6 per cent per annum on it at 30th June and 31st December.

His transactions for the month of July were as follows—

| | | |
|---------|--|------|
| July 1. | He withdrew from Bank for Petty Cash | \$20 |
| | He purchased merchandise on credit from H. Watson | 1000 |
| 2. | Gave H. Watson Bill Payable (30 days) to settle above | 1000 |
| 3. | Sold merchandise on credit to T. Elbourne | 4000 |
| 5. | Sold merchandise on credit to M. Roland | 2000 |
| 10. | T. Elbourne settled his account in full with cheque | 3920 |
| | allowing him discount | 80 |
| 15. | Sold merchandise for cash | 500 |
| 16. | Sold merchandise on credit to L. Kavanagh | 3000 |
| 17. | L. Kavanagh gave Bill Receivable (30 days) in settlement of his account | 3000 |
| | Discounted L. Kavanagh's Bill Receivable with the Bank of Montreal, being charged discount | 15 |
| | and being credited with proceeds | 2985 |
| 19. | Purchased merchandise on credit from H. Watson | 2000 |
| 20. | Settled H. Watson's account in full with cheque | 1980 |
| | being allowed discount of | 20 |
| 24. | Sold merchandise on credit to T. Elbourne | 5000 |
| 25. | Purchased merchandise on credit from S. Pegler | 2000 |
| 26. | T. Elbourne returned part of his last quantity of merchandise as not being what he had ordered | 600 |
| 31. | Paid salaries for month by cheque | 350 |
| | Paid general expenses by cash | 6 |

Other than the \$20 cash retained for small cash payments out of the office, all cash and cheques, as and when received in payment of accounts, etc., were paid daily into the Bank of Montreal.

Merchandise inventory on 31st of July was \$1200.

General expenses had accrued, but not been brought into the books, amounting to \$100.

Write depreciation off the value of the furniture and fixtures at 6 per cent per annum, and off the buildings at 3 per cent per annum.

Open a Reserve Account for discounts equal to 1 per cent on the Accounts Receivable unpaid at the end of the month, and also a Reserve Account for Bad Debts equal to $\frac{1}{2}$ per cent on the same figure.

J 37.

On 1st July T. Ramsey started business with the following : cash in Bank of Montreal \$2500, merchandise \$3500, office equipment \$800, buildings \$3600, land \$2600.

He owed \$1000 to H. Morgan, and had to pay interest at 6 per cent per annum on it at 30th June and 31st December.

His transactions for the month of July were as follows—

| | | |
|------|---|------|
| July | 1. Withdrew from Bank for office Petty Cash | \$20 |
| | Purchased merchandise on credit from H. Wilson | 500 |
| | 2. Gave H. Wilson Bill Payable (30 days) to settle above | 500 |
| | Sold merchandise on credit to T. Evans | 2000 |
| | 6. Sold merchandise on credit to M. Rowlands | 1000 |
| | 10. T. Evans settled his account in full with cheque | 1960 |
| | T. Evans was allowed discount | 40 |
| | 12. Paid general expenses out of cash | 4 |
| | 15. Sold merchandise for cash | 250 |
| | 16. Sold merchandise on credit to K. Lewis | 1500 |
| | 17. K. Lewis gave Bill Receivable (30 days) in settlement of his account | 1500 |
| | Discounted K. Lewis's Bill Receivable with the Bank of Montreal, being charged discount | 8 |
| | and being credited with proceeds | 1492 |
| | 19. Purchased merchandise on credit from H. Wilson | 1000 |
| | 20. Settled H. Wilson's account in full with cheque for | 990 |
| | being allowed discount | 10 |
| | 24. Sold merchandise on credit to T. Evans | 2500 |
| | 25. Purchased merchandise on credit from S. Phillips | 1000 |
| | 26. T. Evans returned part of his last quantity of merchandise as not being what he had ordered | 300 |
| | 31. Paid salaries for month by cheque | 200 |
| | Paid general expenses out of cash | 8 |
| | Petty Cash was brought up to its original figure of | 20 |

Other than the \$20 office Petty Cash retained for small cash payments under \$10, all cash and cheques, as and when received in payment of accounts, etc., were paid daily into the Bank of Montreal.

Ramsey's merchandise inventory on 31st July was \$600.

General expenses had accrued, but not been brought into the books, amounting to \$100.

Write depreciation off the value of the buildings at the rate of 6 per cent per annum.

Open a Reserve Account for discounts equal to 1 per cent on the Trade Debtors unpaid at the end of the month, and also a Reserve Account for Bad Debts equal to $\frac{1}{2}$ per cent on the same figure.

J 38.

On 1st July, M. Wardlaw started business with the following : cash in bank at Montreal \$2500, merchandise \$3500, office equipment \$1000, buildings \$4000, land \$3000.

He owed \$2000 to J. Hickson, and had to pay interest on it half-yearly at 30th June and 31st December at 6 per cent per annum.

His transactions for the month of July were as follows—

| | | |
|---------|---|------|
| July 1. | Withdrew Petty Cash from Bank for office purposes | \$30 |
| | Purchased merchandise on credit from W. Hawkins | 1000 |
| 2. | Gave W. Hawkins a Bill Payable (30 days) to settle the above | 1000 |
| | Sold merchandise on credit to R. Tomkins | 3000 |
| | Paid expenses out of Petty Cash | 8 |
| 6. | Sold merchandise on credit to R. Munn | 2000 |
| 8. | R. Munn settled his account in full with cheque having been allowed discount | 1980 |
| | | 20 |
| 10. | E. Tomkins settled his account in full with cheque for He was allowed discount | 2970 |
| | Sold merchandise for cash | 30 |
| 16. | Sold merchandise on credit to K. Lawson | 200 |
| 17. | K. Lawson gave Bill Receivable (30 days) in settlement of his account | 1500 |
| | Discounted K. Lawson's Bill Receivable with the Bank of Montreal, being charged discount | 7 |
| | and being credited with proceeds | 1493 |
| | Sold merchandise for cash | 150 |
| 19. | Purchased merchandise on credit from W. Hawkins | 1000 |
| 20. | Settled W. Hawkins' account in full with cheque for being allowed discount | 990 |
| | | 10 |
| 22. | Paid expenses out of Petty Cash | 6 |
| | Purchased merchandise on credit from W. Hawkins | 1500 |
| 24. | Sold merchandise on credit to E. Tomkins | 1500 |
| | Sold merchandise on credit to R. Munn | 1000 |
| 25. | Purchased merchandise on credit from P. Shaw | 1000 |
| 27. | E. Tomkins returned part of his last quantity of merchandise as not being what he had ordered | 300 |
| 31. | Paid salaries for month by cheque | 320 |
| | Paid expenses by cheque | 120 |
| | Paid expenses by cash | 6 |
| | Recouped Petty Cashier for money spent by him. | |

All cash and cheques as and when received in payment of accounts, etc., are paid daily into the bank.

Merchandise inventory at 31st July was \$1000.

General expenses had accrued, but had not been brought into the books, amounting to \$75.

Allow for depreciation on furniture and fixtures at 12 per cent per annum ; and on buildings at 6 per cent per annum.

Open a Reserve Account for discounts on the basis of 2 per cent, and open a Reserve for Bad Debts equal to 1 per cent on accounts receivable.

J 39.

On 1st July, H. Williams started business with the following : cash in Bank of Montreal \$3000, merchandise \$3500, office equipment \$2000, buildings \$4000, land \$3500.

He owed \$2000 to R. Alexander. He had to pay interest at 6 per cent per annum on this sum at 30th June and 31st December.

| | | |
|---------|---|------|
| July 1. | He withdrew from Bank for Petty Cash | \$50 |
| | He purchased merchandise from S. Gordon on credit | 6000 |
| 3. | He gave S. Gordon a Bill Payable (30 days) to settle the above. | |
| 6. | He paid general expenses in cash | 2 |
| 10. | He sold merchandise to T. Phillips on credit | 9000 |
| 13. | He paid general expenses in cash | 3 |
| 15. | T. Phillips paid cheque \$8910, being allowed discount | 90 |
| | He sold merchandise for cash | 50 |
| 18. | He purchased merchandise from S. Gordon on credit | 3000 |
| 20. | He sold merchandise to Edward Ross on credit | 5000 |
| | He sent merchandise on Consignment No. 1 to S. Pearson, Quebec | 1000 |
| | He paid general expenses in cash | 4 |
| | He paid freight on Consignment No. 1 | 50 |
| 24. | He paid S. Gordon cheque \$2970 in full settlement of his account, obtaining discount | 30 |
| 27. | He sold merchandise to T. Phillips on credit | 1000 |
| | He purchased merchandise on credit from T. Smith | 800 |
| | He purchased merchandise on credit from S. Gordon | 1000 |
| | He paid general expenses in cash | 3 |
| 29. | He sold merchandise for cash | 90 |
| | He received Account Sales for Consignment No. 1 from S. Pearson, Quebec. The gross proceeds amounted to \$1650, Pearson's expenses and commission were \$125. Pearson sent a cheque for the net proceeds. | |
| 31. | Paid salaries for month by cheque | 380 |
| | He paid general expenses in cash | 4 |
| | He drew cash from Bank to bring his balance in office up to | 50 |

Other than the \$50 cash retained in the office for all payments under \$5, all cash and cheques, as and when received in payment of accounts, etc., were paid daily into the Bank of Montreal.

His merchandise inventory at the close of the period was valued at \$4000.

General expenses amounting to \$55 had accrued, but had not yet been brought into the books.

Depreciation had to be written off the value of office equipment

at 12 per cent per annum, and off buildings at 6 per cent per annum.

Open a Reserve Account for Bad Debts equal to 5 per cent on the Trade Debtors unpaid at the end of July.

J 40.

On 1st July, H. Austin commenced business with the following : cash in Bank of Montreal \$4000, merchandise \$2600, office equipment \$2000, buildings \$10000, land \$8000.

He owed C. McLean \$2000 and had to pay interest on this sum at 6 per cent per annum at 30th June and 31st December.

| | | |
|---------|--|------|
| July 1. | He drew from Bank for petty expenses in the office | \$50 |
| | He purchased merchandise on credit from A Patterson | 5000 |
| | He paid general expenses by cheque | 105 |
| 2. | He gave A. Patterson Bill Payable (30 days) to settle the above | 5000 |
| 8. | He paid general expenses in cash | 2 |
| 12. | He sold merchandise to R. Boyd on credit | 9000 |
| 14. | He sold merchandise to G. Findlay on credit | 6000 |
| 16. | He paid general expenses in cash | 4 |
| | G. Findlay gave him a Bill Receivable (30 days) | 6000 |
| 19. | R. Boyd paid him cheque for | 8910 |
| | being allowed discount | 90 |
| | He sold merchandise for cash | 60 |
| 20. | He purchased merchandise on credit from J. Grier | 1200 |
| | He discounted G. Findlay's Bill Receivable at the Bank of Montreal, net proceeds | 5940 |
| | He sold merchandise for cash | 50 |
| 21. | He paid general expenses in cash | 3 |
| | He sent merchandise on Consignment No. 1 to H. Harrison, Quebec) | 500 |
| | He paid freight on Consignment No. 1 by cheque | 30 |
| 24. | He purchased merchandise from A. Patterson on credit | 4000 |
| | He sold merchandise to G. Findlay on credit | 2000 |
| 26. | He paid A. Patterson a cheque for | 3960 |
| | in full settlement of his account, obtaining discount | 40 |
| 29. | He purchased merchandise from A. Patterson on credit | 2000 |
| | He sold merchandise for cash | 100 |
| | He received Account Sales for Consignment No. 1 from H. Harrison, Quebec. The gross proceeds amounted to | 875 |
| | Harrison's expenses and commission were | 68 |
| | Harrison sent a cheque for the net proceeds. | |
| 31. | He paid general expenses in cash | 6 |
| | He drew cash from Bank to bring his balance of petty cash in office up to | 50 |
| | He sold merchandise on credit to R. Boyd | 2000 |
| | He paid salaries for the month by cheque | 210 |

Other than the \$50 cash, retained in the office as Petty Cash for all payments of \$10 and under, all cash and cheques, as and

when received in payment of account, etc., were paid daily into the bank.

Merchandise inventory at 31st July was \$3200.

General Expenses had accrued at 31st July, but had not been brought into the books, amounting to \$90.

Build up a Reserve for Depreciation on Office Equipment at 12 per cent per annum, and a Reserve for Depreciation on Buildings at 6 per cent per annum.

Open a Reserve Account for Discounts equal to 2 per cent on the Accounts Receivable outstanding at the end of the month, and a Reserve for Bad Debts equal to 1 per cent on the same figure.

J 41.

On the 1st January, W. Proctor started business with the following: cash in Bank of Montreal \$4000, merchandise \$8000, office equipment \$2000, buildings \$8000, land \$6000.

He owed \$3000 to M. Brown, on which interest at 6 per cent per annum was due at 30th June and 31st December.

His transactions for the month of January were as follows—

| | | | |
|------|-----|---|------|
| Jan. | 1. | Withdrew from Bank for Petty Cash | \$30 |
| | | Sold merchandise on credit to M. Kelly | 3000 |
| | 2. | Paid expenses by cheque | 120 |
| | 5. | Purchased merchandise on credit from J. Dwyer | 5000 |
| | 6. | Paid expenses out of cash | 4 |
| | 7. | Sold merchandise on credit to J. Moore | 4000 |
| | | Purchased merchandise on credit from W. Stevens | 3000 |
| | 8. | J. Moore gave Bill Receivable for | 4000 |
| | 13. | Sent merchandise on consignment to G. Nairn, Toronto | 2000 |
| | 15. | Paid by cheque freight and other charges on the Nairn consignment | 85 |
| | 16. | Sold merchandise on credit to H. Coyle | 4000 |
| | 16. | H. Coyle gave Bill Receivable for | 4000 |
| | 17. | Discounted H. Coyle's Bill Receivable with Bank, net proceeds | 3980 |
| | 19. | M. Kelly paid cheque \$2970 being allowed discount | 30 |
| | | Cash sales of merchandise | 200 |
| | 20. | Paid J. Dwyer cheque for \$4950, being allowed discount | 50 |
| | 22. | Sold merchandise on credit to H. Coyle | 5000 |
| | | Purchased merchandise on credit from K. Reid | 2000 |
| | 23. | Sold merchandise on credit to M. Kelly | 2000 |
| | | Gave K. Reid Bill Payable for | 2000 |
| | | Paid expenses out of Petty Cash | 8 |
| | 26. | Paid W. Stevens by cheque \$2970, being allowed discount | 30 |
| | 28. | Cash sales of merchandise | 150 |

- Jan. 28. G. Nairn sent account sales for Toronto consignment. Gross proceeds were \$2800. Nairn's expenses and commission were \$150. Nairn sent a cheque for net proceeds.
- | | |
|---|-----|
| 30. Paid expenses out of Petty Cash | \$5 |
| 31. Paid salaries by cheque | 330 |
| Paid expenses by cheque | 48 |
| Paid expenses by Petty Cash | 8 |
| Paid Petty Cashier cheque in order to bring his balance in hand up to \$30. | |

Other than the \$30 cash, which was retained in the office as Petty Cash for all payments of \$10 and under, all cash and cheques as and when received in payment of accounts, etc., were paid daily into the Bank of Montreal.

All payments over \$10 were made by cheque.

Proctor's merchandise inventory at the close of the period was valued at \$4,500.

Depreciation had to be written off the value of the buildings at 6 per cent per annum.

Open a Reserve Account for Bad Debts equal to 1 per cent on the Trade Debtors outstanding at the end of the month, and also a Reserve Account for Discounts equal to 1 per cent on the same figure

J 42.

On 1st January, R. Thomas started business with the following : cash in Bank of Montreal \$5000, merchandise \$7000, office equipment \$1600, buildings \$7200, land \$5200.

He owed \$2000 to M. Harper, on which interest at 6 per cent per annum was due at the 30th June and 31st December.

His transactions for the month of January were as follows—

- | | |
|--|------|
| Jan. 1. Withdrew from Bank for office Petty Cash | \$40 |
| Purchased merchandise on credit from H. Watson | 1000 |
| 2. Gave H. Watson a Bill Payable (30 days) to settle the above | 1000 |
| 4. Sold merchandise on credit to E. Cole | 4000 |
| 6. Sold merchandise on credit to R. Lockwood | 2000 |
| 10. E. Cole settled his accounts with cheque | 3960 |
| being allowed discount | 40 |
| Sold merchandise for cash | 300 |
| 12. Paid general expenses out of Petty Cash | 8 |
| 16. Sold merchandise on credit to K. Lane | 3000 |
| 17. K. Lane gave Bill Receivable (30 days) in settlement of his account | 3000 |
| Discounted K. Lane's Bill Receivable with the Bank of Montreal, being charged discount | 16 |
| and being credited with proceeds | 2984 |
| 19. Purchased merchandise on credit from H. Watson | 2000 |
| Sent merchandise on consignment to J. Craig, Vancouver | 1000 |

| | | |
|----------|--|--------|
| Jan. 20. | Settled H. Watson's account in full for | \$1980 |
| | being allowed discount | 20 |
| 22. | Paid freight and other expenses on Vancouver consignment | 100 |
| 24. | Sold merchandise on credit to E. Cole | 5000 |
| 25. | Purchased merchandise on credit from P. Simpson | 2000 |
| 26. | E. Cole returned part of his last quantity of merchandise as not being up to sample | 600 |
| 31. | Paid salaries for month by cheque | 400 |
| | Paid general expenses out of Petty Cash | 8 |
| | Gave Petty Cashier cheque to bring his Petty Cash up to | 40 |
| | J. Craig sent Account Sales for consignment. Gross proceeds \$1500, his expenses and commission \$120. He sent cheque for proceeds | 1380 |

Other than the \$40 cash, which was retained in the office as Petty Cash for all payments of \$10 and under, all cash and cheques as and when received in payment of accounts, etc., were paid daily into the Bank of Montreal.

All payments over \$10 were made by cheque.

Thomas's merchandise inventory at the close of the period was valued at \$2000.

Depreciation had to be written off the value of the buildings at 6 per cent per annum.

Open a Reserve Account for Bad Debts equal to 1 per cent on the Trade Debtors outstanding at the end of the month, and also a Reserve Account for Discounts equal to 1 per cent on the same figure.

J 43.

On 1st January, E. Hooker started business with the following : cash in Bank of Montreal \$4000, merchandise \$8000, office equipment \$2000, buildings \$7000, land \$5000.

He owed \$3000 to B. Osborn, on which interest at 6 per cent per annum was due at the 30th June and 31st December.

His transactions for the month of January were as follows—

| | | |
|---------|--|------|
| Jan. 1. | He withdrew from Bank for Petty Cash | \$30 |
| | He purchased merchandise on credit from C. Whitten | 2000 |
| 2. | He gave C. Whitten a Bill Payable (30 days) to settle the above | 2000 |
| 4. | He sold merchandise on credit to C. Leroux | 5000 |
| 6. | He sold merchandise on credit to L. Belanger | 2000 |
| 9. | C. Leroux settled his account with cheque, being allowed discount | 4950 |
| | He sold merchandise for cash | 500 |
| 12. | He paid general expenses out of Petty Cash | 7 |
| 14. | He purchased merchandise on credit from S. Peckham | 1000 |

| | | |
|----------|---|--------|
| Jan. 16. | He sold merchandise on credit to A. Richards | \$4000 |
| 18. | A. Richards gave a Bill Receivable (30 days) in settlement of his account | 4000 |
| | Discounted A. Richards' Bill Receivable with Bank of Montreal, being charged discount | 20 |
| | and being credited with proceeds | 3980 |
| 19. | He purchased merchandise on credit from C. Whitten | 2000 |
| | He sent merchandise on consignment to H. McDonald, Calgary | 2000 |
| 20. | He settled S. Peckham's account in full for cheque | 990 |
| | being allowed discount | 10 |
| 22. | Paid freight and other expenses on Calgary consignment by cheque | 150 |
| 24. | He sold merchandise on credit to C. Leroux | 3000 |
| 25. | He purchased merchandise on credit S. Peckham | 3000 |
| | He sold merchandise on credit to A. Richards | 1000 |
| 26. | C. Leroux returned part of his last quantity of merchandise as not being up to sample | 400 |
| 27. | He returned merchandise to C. Whitten | 300 |
| 10. | H. McDonald sent Account Sales for consignment. Gross proceeds were \$3000, his expenses and commission were \$150. McDonald sent cheque for proceeds | 2850 |
| | He paid general expenses for month by cheque | 350 |
| | He paid salaries for month by cheque | 400 |
| | He paid general expenses out of Petty Cash | 8 |
| | He gave Petty Cashier cheque to bring his Petty Cash up to | 30 |

Other than the \$30 cash retained in the office as Petty Cash, for all payments of \$10 and under, all cash and cheques as and when received in payment of accounts, etc., are paid daily into the bank.

Merchandise inventory at 31st January was \$3000.

General Expenses had accrued, but had not been brought into the books, amounting to \$75.

Build up a Reserve for Depreciation on Office Equipment at 12 per cent per annum ; and a Reserve for Depreciation on Buildings at 6 per cent per annum.

Open a Reserve Account for Discounts equal to 2 per cent on the Accounts Receivable outstanding at the end of the month, and a Reserve for Bad Debts equal to 1 per cent on the same figure.

J 44.

On 1st January, D. Mercer started business with the following : cash in bank \$4000, merchandise \$3000, furniture and fixtures \$2000, buildings \$6000, land \$8000.

He still owed to J. Neill \$2000 of the purchase price of the land and buildings, and was to pay 6 per cent interest on this at 30th June

and 31st December. His transactions for the month of January were as follows—

| | | | |
|------|-----|---|------|
| Jan. | 1. | Drew Petty Cash from Bank for office purposes. | \$20 |
| | | Purchased merchandise on credit from R. Dixon | 2000 |
| | 2. | Sold merchandise on credit to R. Porter | 5000 |
| | 3. | Sent merchandise on consignment to W. Tait, Toronto, cost of goods | 2400 |
| | 4. | Paid freight on consignment by cheque | 50 |
| | 5. | Paid R. Dixon's account in full by cheque, being allowed 2% discount. | |
| | 8. | R. Porter paid his account in full, being allowed 2% discount | |
| | | Sold merchandise for cash | 500 |
| | 10. | Sold merchandise on credit to T. Gordon | 9000 |
| | 12. | Paid office expenses out of Petty Cash | 5 |
| | 15. | T. Gordon gave Bill Receivable (30 days) in settlement of his account | 9000 |
| | 16. | Purchased merchandise on credit from R. Dixon | 4000 |
| | 17. | Gave R. Dixon Bill Payable in settlement of his account | 4000 |
| | 18. | Purchased merchandise for cheque | 500 |
| | 19. | Discounted T. Gordon's bill with Bank, discount being \$40. | |
| | 22. | Purchased merchandise on credit from J. Murphy | 6000 |
| | 23. | Paid travelling expenses by cheque | 30 |
| | | Returned a portion of Murphy's merchandise as not being up to sample | 200 |
| | 25. | Sold merchandise on credit to R. Porter | 9000 |
| | | Sold merchandise on credit to T. Gordon | 8000 |
| | 26. | Purchased merchandise on credit from R. Dixon | 2000 |
| | | T. Gordon returned part of merchandise as not being what he ordered | 400 |
| | 29. | Received Account Sales from W. Tait, Toronto, showing that consignment had realized \$4800, and that storage and other charges, including Tait's own commission, amounted to \$715. W. Tait sent a cheque for the net proceeds. | |
| | 31. | Paid salaries for month by cheque | 500 |
| | | Paid office expenses out of Petty Cash | 7 |
| | | Recouped Petty Cashier with cheque for | 12 |

All cash and cheques as and when received in payment of accounts etc., are paid daily into the bank.

Merchandise inventory at 31st January was \$2200.

General Expenses had accrued, but had not been brought into the books, amounting to \$75.

Allow for Depreciation on Furniture and Fixtures at 12 per cent per annum; and on Buildings at 6 per cent per annum.

Open a Reserve Account for Discounts on the basis of 2 per cent, and open a Reserve for Bad Debts equal to 1 per cent on Accounts Receivable.

J 45.

On 1st January, David Lamont started business with the following assets: cash in office \$40, cash in Bank of Montreal \$3000, merchandise \$7000, office equipment \$1000, buildings \$5000, land \$4000.

He had not completed payment of the purchase money due to Henry Drysdale, there being a sum of \$5000 still outstanding. This was secured to Drysdale by a mortgage on the land and buildings, and Lamont had to pay Drysdale interest at 6 per cent per annum at 30th June and 31st December. Lamont's transactions for the month were as follows—

| | | |
|------|---|--------|
| Jan. | 1. Sold merchandise on credit to H. Norris | \$5000 |
| | 2. Sold merchandise for cash | 800 |
| | 3. H. Norris settled his account in full with cheque | 4900 |
| | 4. Purchased merchandise on credit from F. Wilkinson | 3000 |
| | 5. Gave F. Wilkinson bill payable (30 days) to settle his account | 3000 |
| | 6. Purchased merchandise on credit from N. Martin | 4000 |
| | 11. Settled N. Martin's account with cheque for | 3960 |
| | being allowed discount | 40 |
| | 15. Sent merchandise on consignment to F. Harrison, Calgary, cost of merchandise | 3000 |
| | 16. Paid freight on consignment of merchandise to F. Harrison | 120 |
| | 17. Sold merchandise on credit to C. Wilson | 5000 |
| | 18. Sold merchandise on credit to H. Norris | 7000 |
| | 19. Charles Wilson gave Bill Receivable (30 days) in settlement of his account | 5000 |
| | 20. Discounted C. Wilson's bill with the Bank of Montreal, being charged discount \$30 and receiving proceeds | 4970 |
| | 24. Received Account Sales from F. Harrison, Calgary, showing that the consignment had realized in total \$4200, and that storage and other charges including Harrison's commission accounted to \$520. Harrison sent a cheque for the net proceeds | 3680 |
| | 25. Purchased merchandise on credit from F. Wilkinson | 3000 |
| | 26. Sold merchandise on credit to C. Wilson | 6000 |
| | 29. Charles Wilson returned merchandise as not being what he had ordered | 500 |
| | 31. Paid salaries for month by cheque | 350 |
| | Paid general expenses by cash | 20 |

The \$40 was retained as cash in the office for small cash payments. Apart from this, all cash and cheques, as and when received in payment of accounts, etc., were paid daily into the Bank of Montreal. All payments were made by cheque unless expressly stated otherwise.

Merchandise inventory at 31st January was \$2000.

General expenses had accrued, but had not been brought into the books, amounting to \$200.

Write depreciation off the office equipment at the rate of 12 per cent per annum, and off the buildings at the rate of 6 per cent per annum.

Open a Reserve Account for Discounts equal to 2 per cent on the Accounts Receivable unpaid at the end of the month.

Open a Reserve Account for Bad Debts equal to 1 per cent on the Accounts Receivable unpaid at the end of the month.

J 46.

On 1st January, John Dawson started business with the following : cash in bank \$2000, merchandise \$1500, furniture and fixtures \$1000, buildings \$3000, land \$4000.

He still owed to H. Morgan \$1000 of the purchase price of the land and buildings, and was to pay 6 per cent interest on this at 30th June and 31st December. His transactions for the month of January were as follows—

| | | | |
|------|-----|---|------|
| Jan. | 1. | He withdrew from Bank for Petty Cash | \$20 |
| | | Purchased merchandise on credit from R. Wilder | 1000 |
| | 2. | Sold merchandise on credit to R. Roberts | 2500 |
| | 3. | Sent merchandise on consignment to W. Thomas, Toronto, cost of goods | 1200 |
| | 4. | Paid freight on consignment by cheque | 30 |
| | 5. | Paid R. Wilder account in full by cheque, being allowed 2% discount. | |
| | 8. | R. Roberts paid his account in full, being allowed 2% discount. | |
| | 9. | Sold merchandise for cash | 600 |
| | 10. | Sold merchandise on credit to F. Goodwin | 5000 |
| | 12. | Paid office expenses out of cash | 5 |
| | 15. | T. Goodwin gave Bill Receivable (30 days) settlement of his account | 5000 |
| | 16. | Purchased merchandise on credit from R. Wilder | 2000 |
| | 17. | Gave R. Wilder Bill Payable in settlement of his account | 2000 |
| | 18. | Purchased merchandise for cheque | 400 |
| | 19. | Discounted T. Goodwin's bill with Bank, discount being \$25. | |
| | 22. | Purchased merchandise on credit from J. Murphy | 3000 |
| | 23. | Paid travelling expenses by cheque | 15 |
| | | Returned a portion of Murphy's merchandise as not being up to sample | 100 |
| | 25. | Sold merchandise on credit to R. Roberts | 5000 |
| | | Sold merchandise on credit to T. Goodwin | 6000 |
| | 26. | Purchased merchandise on credit from R. Wilder | 1500 |
| | | T. Goodwin returned part of merchandise as not being what he ordered | 200 |

Jan. 29. Received Account Sales from W. Thomas, Toronto, showing that consignment has realized \$2400, and that storage and other charges, including Thomas' own commission, amounted to \$369. W. Thomas sent a cheque for the net proceeds

31. Paid salaries for month by cheque \$400

All cash and cheques as and when received in payment of accounts, etc., are paid daily into the bank.

Merchandise inventory at 31st January was \$2000.

General Expenses had accrued, but had not been brought into the books, amounting to \$75.

Allow for Depreciation on Furniture and Fixtures at 12 per cent per annum, and on buildings at 6 per cent per annum.

Open a Reserve Account for Discounts on the basis of 2 per cent, and open a Reserve for Bad Debts equal to 1 per cent on Accounts Receivable.

J 47.

On 1st January, John Pearson started business with the following : cash in Bank of Montreal \$4000, merchandise \$6000, office equipment \$2000, buildings \$6000, land \$7500.

He still owed to W. Cutford \$2000 of the purchase price of the land and buildings, and had to pay interest at 5 per cent per annum on this at 30th June and 31st December. His transactions for the month of January were as follows—

| | | | |
|------|-----|---|------|
| Jan. | 1. | He withdrew from Bank for Petty Cash | \$30 |
| | | Purchased merchandise on credit from J. Wilson | 2000 |
| | 2. | Gave J. Wilson Bill Payable (30 days) to settle above | 2000 |
| | 3. | Sold merchandise on credit to R. Nicholson | 4000 |
| | 4. | Sent merchandise on consignment to W. Bagshaw, Winnipeg, cost of merchandise | 2000 |
| | 5. | R. Nicholson settled his account in full with cheque of | 3920 |
| | | allowing him discount | 80 |
| | 6. | Paid freight on consignment to W. Bagshaw | 60 |
| | 10. | Sold merchandise for cash | 700 |
| | 15. | Purchased merchandise on credit from M. Spicer | 4000 |
| | 16. | Settled M. Spicer's account with cheque | 3960 |
| | | being allowed discount | 40 |
| | 17. | Sold merchandise on credit to W. Cropper | 6000 |
| | 18. | W. Cropper gave Bill Receivable (30 days) in settlement of his account | 6000 |
| | 19. | Discounted W. Cropper's Bill Receivable with the Bank of Montreal, being charged discount | 35 |
| | | and receiving proceeds | 5965 |
| | 24. | Sold merchandise to W. Cropper | 5000 |
| | 25. | Sold merchandise to R. Nicholson | 8000 |

| | | |
|----------|--|-------|
| Jan. 25. | W. Cropper returned merchandise as not being what he had ordered | \$500 |
| 26. | Purchased merchandise on credit from J. Wilson | 2500 |
| 29. | Received account sales from W. Bagshaw, Winnipeg, showing that the consignment had realized in total \$3500, and that storage and other charges, including Bagshaw's commission, amounted to | 425 |
| | W. Bagshaw sent a cheque for the net proceeds. | 3075 |
| 31 | Paid salaries for month by cheque | 300 |
| | Paid office expenses by cash | 10 |

Other than the \$30 cash retained for small cash payments out of the office, all cash and cheques, as and when received in payment of accounts, etc., were paid daily into the Bank of Montreal.

All payments were made by cheque, unless expressly stated otherwise.

Merchandise inventory 31st January was \$1000.

General Expenses had accrued but not been brought into the books, amounting to \$150.

Write depreciation off the value of the furniture and fixtures at 12 per cent per annum, and off the buildings at 6 per cent per annum.

Open a Reserve Account for Discounts equal to 2 per cent on the Accounts Receivable unpaid at the end of the month, and also a Reserve Account for Bad Debts equal to 1 per cent on the same figure.

J 48.

On 1st July, W. Cameron started business with the following: cash in Bank of Montreal \$6000, merchandise \$7000, office equipment \$2000, buildings \$8000, land \$6000.

He owed \$4000 to H. Jackson. This was part of the purchase price of the land and buildings, and he had to pay interest at 6 per cent per annum on it at 30th June and 31st December.

His transactions for the month of July were as follows—

| | | |
|--------|---|------|
| July 1 | He withdrew from Bank for Petty Cash | \$20 |
| | Purchased merchandise on credit from T. Watson | 4000 |
| 2. | Gave T. Watson a Bill Payable (30 days) to settle the above | 4000 |
| | Paid general expenses in cash | 3 |
| 5. | Sold merchandise on credit to T. Edmonson | 4000 |
| 6. | Sold merchandise on credit H. Mann | 3500 |
| | Paid General expenses in cash | 2 |
| 10. | T. Edmonson settled his account in full with cheque of \$3960, being allowed discount | 40 |
| | Sold merchandise for cash | 600 |
| 15. | Petty Cashier is given cheque to recoup him for expenditure | |

| | | |
|----------|---|--------|
| July 16. | Sold merchandise on credit to L. Ketty | \$3000 |
| | Paid general expenses in cash | 3 |
| 17. | L. Kelly gave bill receivable (30 days) in settlement of his account | 3000 |
| 18. | Discounted L. Kelly's Bill Receivable with Bank of Montreal receiving as net proceeds | 2970 |
| | Sold merchandise for cash | 500 |
| 19. | Purchased merchandise on credit from T. Watson | 6000 |
| 20. | Sent merchandise on consignment No. 1 to H. Spencer, Toronto | 2000 |
| | Paid general expenses in cash | 2 |
| 22. | Paid freight on consignment No. 1 | 20 |
| | Settled T. Watson's account in full, with cheque for \$5940, being allowed discount | 60 |
| 26. | Sold merchandise on credit to T. Edmonson | 5000 |
| 29. | Purchased merchandise on credit from S. Pierce | 2000 |
| | T. Edmonson returned part of his last purchase as not being what he ordered | 600 |
| 31. | Paid salaries for month by cheque | 360 |
| | Paid general expenses in cash | 3 |
| | Petty Cashier is given cheque to recoup him for expenditure. Received Account Sales from H. Spencer for consignment No. 1. The gross proceeds amounted to | 3000 |
| | Spencer's expenses and commission were \$350. He sent a cheque for the net proceeds. | |

Other than the \$20 cash retained in the office for all payments under \$5, all cash and cheques, as and when received in payment of accounts, etc., were paid daily into the Bank of Montreal.

His merchandise inventory at the close of the period was valued at \$5600.

General expenses amounting to \$75 had accrued, but had not yet been brought into the books.

Depreciation had to be written off the value of office equipment at 12 per cent per annum and off buildings at 6 per cent per annum.

Open a Reserve Account for Bad Debts equal to 10 per cent on the Trade Debtors unpaid at the end of the month.

J 49.

On 1st July, B. Wilson commenced business with the following—cash in Bank of Montreal \$6000, merchandise \$7000, office equipment \$4000, buildings \$8000, land \$7000.

He owed \$4000 to J. Aitken, and had to pay interest on this sum at 6 per cent per annum, half-yearly at the 30th June and 31st December.

| | | |
|---------|--|-------|
| July 1. | He withdrew from Bank for Petty Cash | \$50 |
| | He purchased merchandise from G. Simpson on credit | 12000 |

| | | |
|---------|--|-------|
| July 3. | He gave G. Simpson a Bill Payable (30 days) to settle the above. | |
| 6. | He paid general expenses in cash | \$4 |
| 10. | He sold merchandise to P. Thomson on credit | 18000 |
| 12. | He paid general expenses in cash | 3 |
| 16. | P. Thomson paid him a cheque for | 17820 |
| | being allowed discount | 180 |
| | He sold merchandise for cash | 100 |
| 17. | He purchased merchandise from G. Simpson on credit | 6000 |
| 19. | He paid general expenses in cash | 3 |
| | He sold merchandise to R. McQueen on credit | 10000 |
| 22. | He paid general expenses in cash | 8 |
| | He sent merchandise on consignment No. 1 to H. Ronald, Winnipeg | 2000 |
| | He paid freight on consignment No. 1 | 100 |
| 23. | He paid G. Simpson a cheque for | 5940 |
| | being allowed discount | 60 |
| 26. | He purchased merchandise on credit from G. Simpson | 2000 |
| | He paid general expenses in cash | 6 |
| | He sold merchandise to P. Thomson on credit | 2000 |
| | He purchased merchandise on credit from T. Stevens | 1600 |
| 29. | He paid general expenses in cash | 3 |
| | He received account sales for consignment No. 1 from R. Ronald, Winnipeg. The gross proceeds amounted to \$2900. Ronald's expenses and commission were \$255. Ronald sent a cheque for the net proceeds. | |
| | He sold merchandise for cash | 180 |
| 31. | He paid general expenses in cash | 5 |
| | He paid salaries for month by cheque | 420 |
| | He gave Petty Cashier cheque to bring his balance of cash up to \$50. | |
| | He withdrew from Bank for private purposes | 700 |

Other than the \$50 cash retained in the office for all payments under \$10, all cash and cheques as and when received in payment of accounts, etc., were paid daily into the Bank of Montreal. All payments over \$10 were made by cheque.

His merchandise inventory at the close of the period was valued at \$8000.

General expenses amounting to \$107 had accrued, but had not yet been brought into the books.

Depreciation had to be written off the value of the office equipment at 12 per cent per annum, and off the buildings at 6 per cent per annum.

Open a Reserve Account for Bad Debts equal to 5 per cent on the Trade Debtors unpaid at the end of the month.

/ 50.

On the 1st July, N. Hamilton commenced business with the following: cash in Bank of Montreal \$4000, merchandise \$2500, office equipment \$1000, buildings \$5000, land \$4000.

He owed \$3000 to L. Binning. He had to pay interest on this sum at 6 per cent per annum at 30th June and 31st December.

| | | |
|------|---|------|
| July | 1. He drew from the Bank for petty expenses in the office | \$50 |
| | He purchased merchandise on credit from A. Stevenson | 5000 |
| | He paid general expenses by cheque | 210 |
| | 2. He gave A. Stevenson a Bill Payable (30 days) to settle the above. | |
| | He paid general expenses in cash | 3 |
| 12. | He sold merchandise to R. Shaw on credit | 9000 |
| 14. | He sold merchandise to W. Fulton on credit | 6000 |
| 16. | He paid general expenses in cash | 4 |
| | W. Fulton gave him a Bill Receivable (30 days) | 6000 |
| 18. | R. Shaw paid him cheque for \$8910, being allowed discount | 90 |
| | He sold merchandise for cash | 60 |
| 20. | He purchased merchandise on credit from J. Greig | 1000 |
| | He discounted W. Fulton's Bill Receivable at the Bank of Montreal, net proceeds being | 5940 |
| | He sold merchandise for cash | 100 |
| 21. | He paid general expenses in cash | 3 |
| | He sent merchandise on consignment No. 1 to C. Hope, Quebec | 1000 |
| | He paid freight on consignment No. 1 | 55 |
| 25. | He purchased merchandise from A. Stevenson on credit | 4000 |
| | He sold W. Fulton merchandise on credit | 2000 |
| 26. | He paid A. Stevenson a cheque for \$3960 in full settlement of his account, obtaining discount | 40 |
| 29. | He purchased merchandise from A. Stevenson on credit | 2000 |
| | He sold merchandise for cash | 200 |
| | He received account sales for consignment No. 1 from C. Hope, Quebec. The gross proceeds amounted to \$1750. Hope's expenses and commission were \$135. | |
| | Hope sent a cheque for the net proceeds. | |
| 31. | He paid general expenses in cash | 6 |
| | He drew cash from Bank to bring his balance of Petty Cash in the office up to | 50 |
| | He sold merchandise to R. Shaw on credit | 2000 |
| | He paid salaries for the month by cheque | 420 |
| | He withdrew from Bank for private purposes | 800 |

Other than the \$50 cash, which was retained in the office as Petty Cash, for all payments of \$10 and under, all cash and cheques, as and when received in payment of accounts, etc., were paid daily into the Bank of Montreal.

All payments over \$10 were made by cheque.

His merchandise inventory at the close of the period was valued at \$3200.

Depreciation had to be written off the value of the office equipment at 12 per cent per annum, and off the value of the buildings at 6 per cent per annum.

Open a Reserve Account for Bad Debts equal to 5 per cent on the Trade Debtors outstanding at the end of the month.

J 51.

On 1st July, W. Gibson started business with the following : cash in Bank of Montreal \$3000, merchandise \$8000, office equipment \$1000, buildings \$8000, land \$6000.

He owed \$3000 to H. Marwood, on which interest at 6 per cent per annum was due at 30th June and 31st December.

His transactions for the month of July were as follows—

| | | |
|------|--|------|
| July | 1. Withdrew from Bank for office Petty Cash | \$30 |
| | Purchased merchandise on credit from W. Hislop | 800 |
| | 2. Gave W. Hislop a Bill Payable (30 days) to settle the above | 800 |
| | 4. Sold merchandise on credit to D. Sullivan | 3000 |
| | 6. Sold merchandise on credit to L. Denison | 2000 |
| | 9. D. Sullivan settled his account with cheque | 2970 |
| | being allowed discount | 30 |
| | Sold merchandise for cash | 400 |
| 12. | Paid general expenses out of Petty Cash | 7 |
| 16. | Sold merchandise on credit to L. Kendrick | 4000 |
| | Purchased merchandise on credit from W. Hislop | 2000 |
| 18. | L. Kendrick gave Bill Receivable (30 days) in settlement of his account | 4000 |
| | W. Hislop allowed W. Gibson to retire his bill, allowing him discount | 4 |
| | W. Gibson paid W. Hislop cheque for | 796 |
| 19. | Sent merchandise on consignments to H. Wills, Victoria | 3000 |
| 20. | Settled W. Hislop's account in full with cheque for | 1980 |
| | being allowed discount | 20 |
| 22. | Paid freight and other expenses on Victoria consignment | 80 |
| 24. | Sold merchandise on credit to D. Sullivan | 4000 |
| 25. | Purchased merchandise on credit from S. Peterson | 3000 |
| 26. | D. Sullivan returned part of merchandise sold him on 24th, as not being what he ordered | 500 |
| 30. | Paid salaries for month by cheque | 300 |
| | Paid general expenses out of Petty Cash | 9 |
| | Gave Petty Cashier cheque to bring his Petty Cash up to | 30 |
| 31. | H. Wills sent Account Sales for the Vancouver consignment. Gross proceeds \$4000, his expenses and commission amounted to \$250. He sent cheque for net proceeds | 3750 |
| | He withdrew from Bank for private purposes | 400 |

Other than the \$30 cash retained in the office as Petty Cash for all payments of \$10 and under, all cash and cheques, as and when received in payment of accounts, etc., are paid daily into the bank.

Merchandise inventory at 31st July was \$6000.

General Expenses had accrued, but had not been brought into the books, amounting to \$75.

Build up a Reserve for Depreciation on Office Equipment at 12 per cent per annum, and a Reserve for Depreciation on Buildings at 6 per cent per annum.

Open a Reserve Account for Discounts equal to 2 per cent on the Accounts Receivable outstanding at the end of the month, and a Reserve for Bad Debts equal to 1 per cent on the same figure.

J 52.

On 1st July, A Hanson commenced business with the following : cash in bank of Montreal \$6000, merchandise \$6500, office equipment \$2000, buildings \$10000, land \$8000.

He owed J. Lockhart \$4000, interest being payable at 30th June and 31st December at 6 per cent per annum.

| | | |
|---------|--|-------|
| July 1. | He drew from Bank for petty expenses in office | \$50 |
| | He purchased merchandise on credit from S. Andrews | 7000 |
| | He paid general expenses by cheque | 220 |
| 2. | He gave S. Andrews a Bill Payable (30 days) to settle the above. | |
| 8. | He paid general expenses in cash | 6 |
| 12. | He purchased merchandise on credit from H. Johnson | 2000 |
| 14. | He sold merchandise on credit to S. Harbison | 12000 |
| 15. | He sold merchandise on credit to F. Williams | 9000 |
| 16. | F. Williams gave him a Bill Receivable for | 9000 |
| | He discounted F. Williams' Bill Receivable with the Bank, proceeds | 8910 |
| 19. | He paid general expenses in cash | 8 |
| | S. Harbison paid him cheque | 11880 |
| | being allowed discount | 120 |
| | He sold merchandise for cash | 200 |
| 20. | He purchased merchandise from S. Andrews on credit | 6000 |
| | He sold merchandise to F. Williams on credit | 3000 |
| 21. | He paid general expenses in cash | 9 |
| | He sent merchandise on consignment No. 1 to H. Wright, Quebec | 1500 |
| | He paid freight on consignment No. 1 by cheque | 100 |
| 24. | He paid S. Andrews a cheque for | 5940 |
| | in full settlement of his account obtaining discount | 60 |
| | He purchased merchandise from S. Andrews on credit | 3000 |
| 26. | He sold merchandise for cash | 300 |
| | He paid general expenses in cash | 5 |
| | He received Account Sales for consignment No. 1 from H. Wright, Quebec. The gross proceeds amounted to | 2500 |
| | H. Wright's commission and expenses were | 210 |
| | H. Wright sent a cheque for the net proceeds. | |
| 29. | He paid general expenses in cash | 7 |

| | | |
|----------|---|--------|
| Jan. 29. | He sold merchandise on credit to S. Harbison | \$3000 |
| 31. | He paid general expenses out of cash | 3 |
| | He drew cash from Bank to bring his balance of Petty Cash up to | 50 |
| | He paid salaries for the month by cheque | 430 |
| | He withdrew from Bank for private purposes | 600 |

Other than the \$50 cash, retained in the office as Petty Cash for all payments of \$10 and under, all cash and cheques, as and when received in payment of accounts, etc., are paid daily into the bank.

Merchandise inventory at 31st July was \$3000.

General expenses had accrued, but had not been brought into the books, amounting to \$75.

Build up a Reserve for Depreciation on Office Equipment at 12 per cent per annum ; and a Reserve for Depreciation on Buildings at 6 per cent per annum.

Open a Reserve Account for Discounts equal to 1 per cent on the Accounts Receivable outstanding at the end of the month, and a Reserve for Bad Debts equal to 2 per cent on the same figure.

J 53.

On 1st July, H. Auten commenced business with the following : cash in Bank of Montreal \$2000, merchandise \$1300, office equipment \$1000, buildings \$5000, land \$4000.

He owed C. McLeod \$2000, and had to pay interest on this sum at 6 per cent per annum at 30th June and 31st December.

| | | |
|---------|--|------|
| July 1. | He drew from Bank for petty expenses in the office | \$50 |
| | He purchased merchandise on credit from A. Stephens | 2500 |
| | He paid general expenses by cheque | 105 |
| 2. | He gave A. Stephens a Bill Payable (30 days) to settle the above | 2500 |
| | He paid general expenses in cash | 2 |
| 12. | He sold merchandise, R. Souter on credit | 4500 |
| 14. | He sold merchandise to W. Findlay on credit | 3000 |
| | He paid general expenses in cash | 4 |
| 16. | W. Findlay gave him a Bill Receivable (30 days) | 3000 |
| 19. | R. Souter paid him cheque for | 4455 |
| | being allowed discount | 45 |
| | He sold merchandise for cash | 60 |
| 20. | He purchased merchandise on credit from J. Grier | 600 |
| | He discounted W. Findlay's Bill Receivable at the Bank of Montreal, net proceeds being | 2970 |
| | He sold merchandise for cash | 50 |
| 21. | He paid general expenses in cash | 3 |
| | He sent merchandise on consignment No. 1 to C. Harvey, Quebec | 500 |

| | | |
|----------|--|------|
| July 21. | He paid freight on consignment No. 1 by cheque | \$30 |
| 24. | He purchased merchandise from A. Stephens on credit | 2000 |
| | He sold merchandise to W. Findlay on credit | 1000 |
| 26. | He paid A. Stephens a cheque for | 1980 |
| | in full settlement of his account obtaining discount | 20 |
| 29. | He purchased merchandise from A. Stephens on credit | 1000 |
| | He sold merchandise for cash | 100 |
| | He received Account Sales for consignment No. 1 from C. Harvey, Quebec. The gross proceeds amounted to | 875 |
| | Harvey's expenses and commission were | 68 |
| | Harvey sent a cheque for the net proceeds. | |
| 31. | He paid general expenses in cash | 6 |
| | He drew cash from Bank to bring his balance of Petty Cash in office up to | 50 |
| | He sold merchandise on credit to R. Souter | 1000 |
| | He paid salaries for the month by cheque. | 210 |

Other than the \$50 cash, retained in the office as Petty Cash for all payments of \$10 and under, all cash and cheques, as and when received in payment of accounts, etc., were paid daily into the bank.

Merchandise inventory at 31st July was \$1600.

General Expenses had accrued at 31st July, but had not been brought into the books, amounting to \$75.

Build up a Reserve for Depreciation on Office Equipment at 12 per cent per annum ; and a Reserve for Depreciation on Buildings at 6 per cent per annum.

Open a Reserve Account for Discounts equal to 2 per cent on the Accounts Receivable outstanding at the end of the month, and a Reserve for Bad Debts equal to 1 per cent on the same figure.

*Group K.**Exercise No. 54.*

Special Features. Columnar or Departmental Sales and Purchase Journal to record transactions in different classes of merchandise.
Inward and Outward Freight Charges on Purchases and Sales.
Reserve for Bad Debts calculated on Net Credit Sales.

Books. As for I, with the exception that the Sales and Purchase Journals must be in columnar form (see ruling No. 13).

Instructions.

Record the whole of the above in the books of original entry, so as to show separately the gross profits on the different classes of goods.

Establish Control Accounts in the General Ledger for the Subsidiary Ledgers.

Close off the books at 31st January, and prepare Trading and Profit and Loss Statements and Balance Sheet.

K 54.

On 1st January, W. Robertson started business with the following assets: cottons \$5000, linens \$1000, cash in bank \$16000, office equipment \$500, land \$10000, buildings \$6000.

He still owed \$2000 to W. Mackenzie as part of the purchase price of the land and buildings secured by a mortgage, and must pay 6 per cent half-yearly until the mortgage is paid off.

The following were his transactions for the month of January. All cash was banked by him daily and all payments were made by cheque, other than those made out of the Petty Cash, which was kept on the Imprest System—

| | | | |
|------|-----|--|------|
| Jan. | 1. | Drew from Bank and handed to Petty Cashier | \$50 |
| | | Purchased silks on credit from W. Smith | 5000 |
| | | Paid fire insurance on building, etc., in advance (3 years policy) | 108 |
| | 2. | Purchased linens on credit from W. Robinson | 4000 |
| | 3. | Sold on credit to W. Chapman, cottons \$3000, silks \$3000, linens \$2000. | |
| | 4. | Paid W. Robinson's account in full, being allowed discount | 200 |
| | 5. | Purchased cottons from H. Jones on credit | 4000 |
| | | Purchased silks for cheque | 500 |
| | | Paid salaries by cheque | 300 |
| | 6. | Petty Cashier had spent in general office expenses | 20 |
| | 8. | Returned cottons to H. Jones as not being up to sample | 500 |
| | 9. | Purchased from W. Robinson cottons \$2000 silks \$1000 | |
| | | Gave W. Robinson Bill Payable 30 days for | 3000 |
| | 10. | Sold on credit to A. Williams cottons \$4000 silks \$4000 | |
| | | Sent cottons on consignment (N 21) to H. Thomas, Winnipeg, cost price of goods | 3000 |
| | 11. | Sold on credit to W. Chapman silks | 800 |
| | | Paid freight on Thomas, Winnipeg consignment | 50 |
| | 12. | Paid W. Smith cheque \$4750, being allowed discount | 250 |
| | | Paid salaries by cheque | 300 |
| | 13. | Retired bill given to W. Robinson, who allowed discount | 150 |
| | | Petty Cashier had paid general office expenses | 25 |
| | 15. | Sent H. Jones cheque on account | 3000 |
| | | A. Williams returned goods sent in error, cottons | 1000 |
| | | and pays cash on account | 5000 |
| | | The Petty Cashier was recouped for his expenditure. | |
| | 16. | Sold on credit H. Morgan, linens \$4500, cottons | 3000 |
| | | H. Morgan gave Bill Receivable, 30 days | 7500 |
| | 17. | Chapman paid cash \$7600, and is allowed discount | 400 |
| | | Made cash sales, silks \$100. Cottons \$200. | |
| | 18. | Sold Chapman on credit silks \$600, cottons \$4000 | |
| | 19. | Paid salaries by cheque | 300 |
| | 20. | Petty Cashier had spent general office expenses | 20 |
| | | and had purchased out of his cash office equipment | 25 |
| | | He was recouped. | |
| | 22. | Made cash sales cottons \$200, linens \$300, silks | 200 |

| | | |
|----------|---|---------|
| Jan. 22. | Purchased cottons from W. Kells | \$10000 |
| 23. | Sold on credit R. Jones, cottons | 5000 |
| 24. | H. Morgan retired his 30 days bill of 16th and gets discount. | 375 |
| 25. | Received from H. Thomas, Winnipeg, sends account sales for consignment gross proceeds \$5000. His expenses and commission \$750. He encloses bank draft for net proceeds. | |
| 26. | Paid salaries by cheque | 300 |
| | Purchased for cheque linens | 2000 |
| 27. | Petty Cashier had spent general office expenses \$15. It was that the amount of his imprest is too great, and it was reduced to \$30. | |
| 29. | Paid inward freight on cottons from Kelly | 250 |
| 30. | Sold on credit to H. Morgan cottons | 3000 |
| 31. | Purchased from W. Robinson cottons \$2000, silks | 4000 |
| | Paid outward freight on sales for month—cottons \$600, linens \$700, silks \$100. | |

The inventories of merchandise on 31st January, taken at cost, were as follows : Silks \$4000, linens \$2000, cottons \$5000.

Allow for Depreciation on Buildings at 6 per cent per annum, and on Office Equipment of 12 per cent per annum.

Set up a Reserve for Bad Debts equal to 2 per cent on the net credit sales.

Salaries had accrued, but had not been paid, amounting to \$200.

The Outward Freight paid on Sales has been covered by an increase in the regular selling price. In other words, some goods were sold at the ex-warehouse price, and some at the cost and freight price.

*Group L**Exercises 55-56.*

Special Features. Inward Consignments.

Books. As for *Group I*.

Instructions.

Make all the necessary entries in the following books—

Cash Book.

Petty Cash Book.

General Journal.

Sales Journal.

Purchase Journal.

Open separate Ledgers for Trade Debtors and Trade Creditors.

Establish Control Accounts in the General or Private Ledger for these two ledgers.

Write up these Ledgers.

Make all necessary transfers to Profit and Loss Account

Prepare the following Statements—

(1) Trading (dealings in goods of owner of business only for the month under review).

(2) Balance Sheet as at the close of the period.

L 55.

On 1st January, J. Clarkson started business with the following : cash in Bank of Montreal \$4000, merchandise \$5000, office equipment \$1500, buildings \$4500, land \$3000.

He owed \$2000 to J. Donaldson, interest at 6 per cent per annum being payable at 30th June and 31st December.

| | | | |
|------|-----|---|--------|
| Jan. | 1. | He drew \$50 from Bank for Petty Cash in office | |
| | | He purchased merchandise from T. Sanderson on credit | \$5000 |
| | 3. | He paid T. Sanderson by cheque | 4950 |
| | | obtaining discount | 50 |
| | 6. | He paid general expenses by cash | 8 |
| | 11. | He sold merchandise on credit to T. Blake | 6000 |
| | 12. | T. Blake gave him a Bill Receivable for | 6000 |
| | 13. | He discounted T. Blake's bill with the bank, receiving as net process | 5940 |
| | | He received from R. Turnbull some merchandise sent to him on consignment account, invoice price | 3200 |
| | | He pays various charges on this consignment by cheque | 50 |
| | 15. | He pays general expenses in cash | 7 |
| | | He sells the consignment to W. Anderson for | 3800 |
| | 18. | W. Anderson pays him cheque | 3762 |
| | | being allowed discount | 38 |
| | | Clarkson's commission on the sale amounts to | 190 |
| | 19. | He sold merchandise to H. Hunter on credit | 7000 |
| | | He sent Turnbull account sales for the consignment cheque for net proceeds from sale, after deducting charges and commission. | |
| | | He purchased merchandise from A. Pringle on credit | 5500 |
| | 21. | He gave A. Pringle a Bill Payable (30 days) | 5500 |
| | | He paid general expenses in cash | 9 |
| | 25. | He purchased merchandise from T. Sanderson | 4000 |
| | | H. Hunter paid cheque | 6930 |
| | | being allowed discount | 70 |
| | | He sold merchandise for cheque | 500 |
| | 26. | He sold merchandise on credit to R. Barber | 2000 |
| | | He sold merchandise on credit to H. Hunter | 3000 |
| | 28. | He purchased merchandise on credit from A. Pringle | 2000 |
| | 29. | He paid general expenses by cash | 7 |
| | 31. | He sold merchandise for cheque | 150 |
| | | He sold merchandise on credit to T. Blake | 4500 |
| | | He paid salaries for month by cheque | 400 |

Other than the \$50 cash retained in the office for all payments under \$10, all cash and cheques, as and when received in payment of accounts, etc., were paid daily into the Bank of Montreal.

His merchandise inventory at the close of the period was valued at \$2500.

General Expenses amounting to \$85 had accrued, but had not yet been brought into the books.

Write up Reserve Accounts for Depreciation at the rate of 12 per

cent per annum on the office equipment, and 6 per cent on the buildings.

Open a Reserve Account for Bad Debts equal to 2 per cent on the Trade Debtors unpaid at the end of the month, and also a Reserve Account for Discounts equal to 1 per cent on the same figure.

L 56.

On 1st July, J. Westhall commenced business with the following : cash in bank of Montreal \$8000, merchandise \$6000, office equipment \$2000, buildings \$8000, land \$6000.

He owed E. Smallwood \$4000 interest, on which at 6 per cent per annum being payable at 30th June and 31st December.

| | | | |
|------|-----|--|-------|
| July | 1. | He withdrew from Bank for Petty Cash in office | \$50 |
| | | He purchased merchandise from T. Maile on credit | 6000 |
| | 5. | He paid T. Maile by cheque | 5940 |
| | | being allowed discount | 60 |
| | 7. | He paid expenses out of Petty Cash | 7 |
| | | He purchased merchandise on credit from W. Stansfield | 8000 |
| | | He gave W. Stansfield a Bill Payable for | 8000 |
| | 8. | He sold merchandise on credit to W. Barrett | 10000 |
| | | He sold merchandise on credit to W. Glashan | 1000 |
| | | He paid expenses out of Petty Cash | 8 |
| | 11. | He received from G. Houston some merchandise sent to him on consignment account, invoice price | 4000 |
| | | He paid various charges on this consignment by cheque | 80 |
| | | W. Barrett paid him cheque for | 9910 |
| | | being allowed discount | 90 |
| | 14. | W. Stansfield allowed him to retire his Bill Payable allowing him discount | 80 |
| | | and accepting in settlement cheque for | 7920 |
| | | He purchased merchandise on credit from T. Maile | 2000 |
| | 15. | He sold merchandise for cash | 500 |
| | | W. Glashan paid him cheque for | 990 |
| | | being allowed discount | 10 |
| | 18. | He sold merchandise on credit to T. Morton | 5500 |
| | | He purchased merchandise on credit from W. Stansfield | 1000 |
| | | He sold Houston's consignment to A. Snowdon for | 5000 |
| | | His commission on the sale amounted to | 250 |
| | 20. | He sold merchandise on credit to W. Glashan | 2000 |
| | | A. Snowdon paid him a cheque for | 4950 |
| | | being allowed discount | 50 |
| | | He sold merchandise for cash | 400 |
| | 23. | He sent Houston an Account Sales for the consignment, together with a cheque for the net proceeds from the sale, after deducting his charges and commission. | |
| | 25. | T. Morton paid him by cheque | 5445 |
| | | being allowed discount | 55 |
| | | He paid expenses by cheque | 350 |
| | 27. | He sold merchandise on credit to T. Morton | 1000 |

| | | | | | |
|--|---|---|---|---|--------|
| July 27. T. Morton gave him a Bill Receivable | . | . | . | . | \$1000 |
| 10. He paid salaries for month by cheque | . | . | . | . | 400 |
| He recouped Petty Cashier for his expenditure. | | | | | |

Other than the \$50 cash retained in the office for all payments under \$10, all cash and cheques, as and when received in payment of accounts, etc., were paid daily into the Bank of Montreal.

His merchandise inventory at the close of the period was valued at \$6000.

General expenses amounting to \$75 had accrued, but had not yet been brought into the books.

Write up Reserve Accounts for Depreciation at the rate of 3 per cent per annum on the office equipment, and 6 per cent on the buildings.

Open a Reserve Account for Bad Debts equal to 2 per cent on the Trade Debtors unpaid at the end of the month, and also a Reserve Account for Discounts equal to 1 per cent on the same figure.

*Group M.**Exercises Nos. 57-58*

Special Features. Expenses paid in advance,
or
Deferred Charges to Operation.
Accrued Expenses Suspense.
Reserves for Bad Debts and Discounts calculated
on Net Credit Sales.

Books. As for *Group I.*

Instructions.

Record the whole of the transactions in the books of original entry, and post from thence into the various ledgers.

Establish control accounts in the Private or General Ledger for the subsidiary ledgers.

Close off the books, and prepare the following statements—

Trading, to show gross profits for period.

Profit and Loss, to show net profit for period.

Balance Sheet at close of period.

M 57.

On 1st January, B. Jones started business with the following assets: merchandise \$12000, cash in bank \$32000, office equipment \$1000, land \$20000, buildings \$12000.

He still owed W. McKenzie \$2000 of the purchase price of the land and buildings, and must pay 6 per cent per annum interest, at 30th June and 31st December.

The following were his transactions for the month of January.

All cash was banked by him daily, and all payments were made by cheque, other than those made out of the Petty Cash, which was kept on the imprest system—

| | | |
|---------|--|-------|
| Jan. 1. | He drew from Bank and handed to Petty Cashier | \$50 |
| | Purchased merchandise on credit from W. Simpson | 10000 |
| | Paid fire insurance on buildings, etc., in advance. The policy was for three years and premium covered the whole period | 216 |
| 2. | Purchased merchandise on credit from C. Leveque | 8000 |
| 3. | Sold merchandise on credit to C. Hollins | 16000 |
| 4. | Paid C. Leveque's account in full, being allowed discount | 400 |
| 5. | Purchased merchandise from H. Johnson on credit | 8000 |
| | Paid salaries by cheque | 600 |
| 6. | Returned merchandise to H. Johnson as not being up to sample | 1000 |
| | Petty Cashier had spent in general office expenses | 20 |
| | He was recouped. | |
| 8. | Purchased merchandise for cheque | 1000 |
| 9. | Purchased merchandise from C. Leveque on credit | 6000 |
| | Gave C. Leveque Bill Payable 30 days for | 6000 |
| 10. | Sold on credit to W. Wilson merchandise | 16000 |
| | Sent merchandise on consignment No. 1 to T. Henry, cost price of merchandise being | 6000 |
| 11. | Sold on credit to C. Hollins merchandise | 1600 |
| | Paid freight by cheque on No. 1 consignment | 100 |
| 12. | Paid W. Simpson cheque \$9500, being allowed discount | 500 |
| | Paid salaries by cheque | 600 |
| 13. | Retired bill given to C. Leveque who allowed discount | 300 |
| | Recouped petty cashier for expense for week | 25 |
| 15. | Paid H. Johnson cheque on account | 6000 |
| | W. Wilson returned goods sent in error \$2000, and pays cash on account | 10000 |
| 16. | Sold on credit to H. Hogan, merchandise | 15000 |
| | M. Hogan gave Bill Receivable at 30 days | 15000 |
| 17. | C. Hollins paid cash \$15200, and is allowed discount | 800 |
| | Made cash sales, merchandise | 600 |
| 18. | Sold C. Hollins on credit, merchandise | 9200 |
| 19. | Paid salaries by cheque | 600 |
| 20. | Petty Cashier had spent on general expenses | 15 |
| | and had purchased out of his cash office equipment | 30 |
| | It was thought that the amount of his imprest was too great, accordingly he was paid cash so that his imprest was reduced to | 30 |

| | | |
|----------|--|--------|
| Jan. 22. | Made cash sales | \$1400 |
| | Purchased merchandise from H. Duncan on credit | 20000 |
| 23. | Sold on credit to H. Johnson, merchandise | 10000 |
| | Received from T. Henry, Winnipeg, account sales for consignment gross proceeds equal | 10000 |
| | His expenses and commission equal \$1500. He enclosed bank draft for net proceeds. | |
| 24. | M. Hogan returned his 30 days bill of the 16th, and was allowed discount | 750 |
| 25. | Purchased merchandise for cheque | 4000 |
| 26. | Paid salaries cheque | 600 |
| 27. | Petty cashier is recouped for weeks expenditure which is for general expenses | 15 |
| 29. | Paid by cheque inward freight on merchandise from K. Duncan | 500 |
| 30. | Sold on credit to M. Hogan merchandise | 6000 |
| 31. | Purchased from C. Leveque on credit | 12000 |
| | Paid by cheque outward freight on sales for month | 2800 |

Merchandise inventory at 31st January was valued at \$22000.

Allow for depreciation on buildings at 6 per cent per annum, and on office equipment at 12 per cent per annum.

Set up a Reserve for Bad Debts equal to 1 per cent on the Net Credit Sales, and for discounts equal to 2 per cent on the same figure.

The Outward Freight paid on 31st January had been covered by specific increases to selling prices for sales made during the month.

Expenses had accrued but not been paid \$50.

M 58.

On 1st January, H. Finlayson set up in business as wholesale jobber in Montreal. He had \$20000 in cash, which he duly deposited in the Bank of Montreal. The following were his transactions for the month of January, it being understood that all receipts were deposited in the bank, and that the discount terms for all credit sales and credit purchases were 3 per cent, 15 days (3/15).

| | | |
|---------|--|--------|
| Jan. 1. | Paid 6 months rent of store by cheque | \$1200 |
| | Paid by cheque for fittings and fixtures | 1500 |
| | Purchased merchandise on credit from— | |
| | A. Sims | 1500 |
| | R. Good | 1500 |
| | H. Morgenson | 2000 |
| | Purchased merchandise, and paid by cheque | 2500 |
| 2. | Sold merchandise for cash | 1200 |
| 3. | Sold merchandise on credit to— | |
| | R. Jonas | 1000 |
| | W. Chapman | 1500 |
| | A. Williams | 2000 |
| | Drew from bank for office expenses | 50 |
| 4. | Paid petty office expenses in cash | 20 |
| 5. | Paid in cash freight on goods purchased on 1st | 28 |

| | | |
|---------|---|--------|
| Jan. 6. | Received Chapman's note for \$1500, due in 30 days, in payment of goods sold him on 3rd. | |
| 7. | Gave our note, due in 30 days, to H. Morgenson in payment of goods purchased on 1st | \$2000 |
| | Withdrew from Bank for office purposes | 48 |
| 8. | Purchased merchandise and paid by cheque | 3000 |
| 9. | Purchased merchandise on credit from— | |
| | R. Good | 1000 |
| | H. Morgenson | 1500 |
| | W. Mullen | 2500 |
| | A. Sims | 3000 |
| 10. | Sold merchandise for cash | 2000 |
| | Paid in cash freight on purchases | 30 |
| | Paid in cash sundry office expenses | 20 |
| | Sent goods on consignment to R. Potter of Winnipeg, cost price of goods | 3000 |
| | Paid by cheque freight on this consignment | 50 |
| | Returned goods to W. Mullen as not being what was ordered, and received credit note | 200 |
| | Discounted Chapman's note leaving proceeds in bank (discount \$15) | 1485 |
| 11. | Sold merchandise on credit to— | |
| | W. Chapman | 1000 |
| | A. Williams | 1200 |
| | R. Jonas | 1500 |
| | A. Kells | 2250 |
| 12. | A. Kells returned goods to value of \$250, and was duly allowed credit | 250 |
| 13. | Withdrew from bank for office purposes | 50 |
| 14. | Paid A. Sims and R. Good by cheque for goods purchased on 1st January (\$1455 each). | |
| 15. | R. Jonas and W. Williams paid us for goods purchased on 3rd (\$970 and \$1940). | |
| | Paid office salaries by cheque | 300 |
| 17. | Paid in cash for sundry office expenses | 18 |
| 18. | Paid by cheque 5 years premium on fire insurance policy | 360 |
| 19. | Paid by cheque for 3 months telephone | 60 |
| 20. | Paid by cheque taxes for year | 480 |
| 21. | Purchased goods and paid by cheque | 2000 |
| 22. | Sold goods on credit to— | |
| | A. Kells | 1000 |
| | R. Jonas | 1200 |
| | A. Williams | 1200 |
| | W. Chapman | 1500 |
| 23. | Sold goods for cash | 800 |
| 24. | Paid Good, Morgenson, Mullen, and Sims by cheques for goods purchased on 9th (\$970, \$1455, \$2231, \$2910). | |
| 25. | A. Williams returned goods to the value of \$200, and was allowed credit | 200 |
| 26. | Chapman, Williams, Jonas, and Kells paid for goods purchased on 11th (\$970, \$1164, \$1455, \$1940). | |
| 27. | Purchased goods on credit from— | |
| | A. Sims | 1200 |
| | W. Mullen | 1200 |
| | H. Morgenson | 1200 |
| | R. Good | 1200 |

| | | |
|----------|---|-------|
| Jan. 28. | Returned goods to R. Good and duly received credit note . . . | \$200 |
| 31. | Paid in cash sundry expenses | 28 |
| | Received from R. Potter of Winnipeg his account sales, showing that he had sold our consignment for \$4000, that he had paid in duty and expenses thereon \$250, and that the net proceeds after deducting 5% commission amounted to \$3550, for which amount a bank draft was enclosed | 3550 |
| | Paid by cheque for salaries | 400 |
| | Paid by cheque office expenses | 250 |

The inventory of merchandise taken at 31st January was valued at \$5750.

Allow for Depreciation on Fixtures and Fittings at the rate of 24 per cent per annum.

Set up a Reserve against Bad Debts equal to 3 per cent of the Net Credit Sales.

Expenses had accrued at 31st January, but had not been paid, amounting to \$75.

*Group N.**Exercises Nos. 59-60**(see also Groups I and J).*

Special Features. Cash not banked daily.
Dishonoured Bill.
Inward Consignment (No. 60).
Columnar Sales and Purchases (No. 60).

Books. As for *Group I* (but see Cash Book rulings Nos. 6 and 8).

Instructions.

Record the transactions in the books of original entry.

Open separate ledgers for Accounts Receivable (Sales) Ledger and for Accounts Payable (Purchase) Ledger.

Establish Control Accounts in the General or Private Ledger for these two Ledgers.

Write up the various accounts in these three Ledgers, making any necessary adjustments and transfers, and closing off the ledgers.

Take out a Trial Balance.

Prepare a Trading and Profit and Loss Statement for the month of January, and a Balance Sheet as at 31st January.

N 59.

On 1st January, G. Duncan started business with the following assets: merchandise \$12000, cash in bank \$30000, cash in office \$200, office equipment \$1000, bill receivable H. Marr (due 14th January) \$2000, buildings \$14000, land \$18000.

He still owed \$4000 to H. Johnson, being part of the purchase price of the land and buildings. Interest at 6 per cent per annum was payable on 30th June and 31st December.

The following were his transactions for the month of January—

| | | |
|---------|---|-------|
| Jan. 1. | He handed cash to Petty Cashier | \$50 |
| | He purchased merchandise on credit, P. Williams | 10000 |
| | He discounted with his bank the Bill Receivable, H. Marr, which was due 14th January, proceeds being | 1980 |
| 3. | He sold merchandise on credit to S. Usher | 1400 |
| | He gave P. Williams a Bill Payable (30 days) for | 10000 |
| | He paid expenses out of Petty Cash | 4 |
| | He sold merchandise for cash | 100 |
| 4. | He sold merchandise on credit to S. Watson | 6000 |
| | He sold merchandise for cash | 600 |
| | He purchased merchandise on credit from H. Robson | 9000 |
| | S. Usher paid him cheque | 13900 |
| | and was allowed discount | 100 |
| | S. Usher's cheque was banked together with cash | 500 |
| 5. | He sold merchandise on credit to H. Macintosh | 7000 |
| | S. Watson gave him Bill Receivable for | 6000 |
| | He paid H. Robson by cheque | 8910 |
| | and was allowed discount | 90 |
| | He purchased merchandise on credit from P. Williams | 4000 |
| | He sold merchandise for cash | 100 |
| | He discounted S. Watson's Bill Receivable with his bank, proceeds being | 5940 |
| 8. | H. Macintosh paid him cheque for | 6930 |
| | and was allowed discount | 70 |
| | He banked Macintosh's cheque | |
| 11. | He sold merchandise on credit to S. Usher | 10000 |
| | He paid expenses out of Petty Cash | 8 |
| 12. | He sold merchandise on credit to A. Alexander | 8000 |
| | He paid expenses out of office cash | 120 |
| 13. | He sold merchandise for cash | 100 |
| | He paid expenses out of office cash | 60 |
| | He purchased merchandise on credit from H. Robson | 15000 |
| | He paid expenses out of Petty Cash | 9 |
| 14. | He sold merchandise on credit to H. Macintosh | 2000 |
| | Bank notified that H. Marr had dishonoured his bill for | 2000 |
| | Bank charged his account with | 2000 |
| | H. Marr gave Duncan new bill receivable for | 2100 |
| | of which \$100 is for interest | |
| 17. | S. Usher paid him cheque for | 9950 |
| | and was allowed discount | 50 |
| | A. Alexander paid him cheque for | 7920 |
| | and was allowed discount | 80 |

| | | |
|----------|--|---------|
| Jan. 17. | He paid cheques into bank | \$17870 |
| 18. | He sold merchandise on credit to N. Oliver | 8000 |
| | He paid expenses out of Petty Cash | 3 |
| 20. | N. Oliver paid cheque | 7920 |
| | and was allowed discount | 80 |
| | He sold merchandise for cash | 800 |
| | He banked Oliver's cheque and cash, totalling | 8420 |
| | He paid expenses out of Petty Cash | 7 |
| | The Petty Cashier was recouped for his expenditure. | |
| 24. | He sold merchandise on credit to N. Oliver | 9000 |
| | He sold merchandise for cash | 400 |
| 25. | He purchased merchandise for cash | 300 |
| | He paid expenses out of Petty Cash | 5 |
| 26. | He purchased merchandise on credit from D. Mathieson | 10000 |
| | He paid expenses out of office cash | 80 |
| 27. | He sold merchandise on credit to S. Usher | 6000 |
| | He sold merchandise for cash | 200 |
| 28. | He sold merchandise to B. Charlesworth | 6000 |
| | He paid D. Mathieson by cheque | 9900 |
| | and was allowed discount | 100 |
| | He paid expenses out of Petty Cash | 8 |
| 29. | He purchased merchandise on credit from L. Corson | 8000 |
| | He sold merchandise for cash | 600 |
| | B. Charlesworth paid cheque | 5940 |
| | and was allowed discount | 60 |
| | He banked Charlesworth's cheque and also cash | 400 |
| 31. | He sold merchandise on credit to J. Hanson | 6000 |
| | He paid expenses out of Petty Cash | 9 |
| | He paid wages out of cash | 180 |
| | He paid salaries by cheque | 460 |
| | He paid expenses by cheque | 240 |
| | He paid expenses out of office cash | 80 |

Duncan banked cash and cheques as and when stated in the exercise.

Merchandise inventory 31st January was \$4000. General Expenses had accrued, but had not been brought into the books, amounting to \$150.

Write Depreciation off the value of the equipment at 12 per cent per annum, and off the buildings at 6 per cent per annum.

Open a Reserve Account for Discounts equal to 2 per cent on the Accounts Receivable unpaid at the end of the month, and also a Reserve Account for Bad Debts equal to 1 per cent on the same figure

N 60.

W. Gilbert started business on 1st January, with the following assets: cash in bank \$40000, cash in office \$300, office equipment \$2000, bill receivable (D Appleton) due January 15th \$3000;

merchandise (brassware) \$3000, (ironware) \$4000, (house furniture) \$8000, (sundries) \$2000, buildings \$18000, land \$12000.

He owed \$3000 to W. Owens, interest at 8 per cent per annum being payable at 30th June and 31st December.

He banked cash and cheques as and when stated in the exercise
The following were his transactions for the months of January—

| | | | |
|------|-----|--|--------|
| Jan. | 1. | He discounted D. Appleton's B. R. with Bank, proceeds | \$2970 |
| | | He handed cash to petty cashier | 50 |
| | | He purchased on credit from R. Johnson | |
| | | Brassware \$8000; ironware \$3000. | |
| | | He sold sundries for cash | 200 |
| | 3. | He sold on credit to R. Carruthers | |
| | | Brassware \$5000, Ironware \$2000. | |
| | 4. | He sold on credit to P. Gibbs | |
| | | Brassware \$6000; Ironware \$4000 | |
| | | Furniture \$5000; Sundries \$1000 | |
| | 6. | Paid expenses out of Petty Cash | 7 |
| | | R. Carruthers paid him cheque | 6930 |
| | | being allowed discount | 70 |
| | | He paid into bank cash and cheques | 7100 |
| | 7. | He purchased on credit from J. Weston | |
| | | House furniture \$7000; Sundries \$6000 | |
| | | Brassware \$3000 | |
| | | P. Gibbs gave a Bill Receivable for | 16000 |
| | 8. | He sold on credit to R. Barry | |
| | | Brassware \$2000; Ironware \$1000 | |
| | | Furniture \$4000; Sundries \$2000 | |
| | | He paid wages out of office cash | 50 |
| | | He discounted P. Gibbs Bill Receivable with bank, proceeds | |
| | | being | 15840 |
| | 10. | He received from D. Anderson, Toronto, a consignment of | |
| | | furniture for sale on Anderson's account, invoiced at | 4000 |
| | | He paid by cheque freight, etc., on above | 100 |
| | 12. | Paid expenses out of Petty Cash | 6 |
| | | He sold sundries for cash | 500 |
| | | R. Barry paid him cheque for | 8910 |
| | | being allowed discount | 90 |
| | | He paid into Bank cash and cheques | 9210 |
| | 13. | He sold on credit to H. Doyle | |
| | | Brassware \$4000; Furniture \$6000; Sundries \$4000 | |
| | | He paid J. Weston cheque for | 15840 |
| | | being allowed discount | 160 |
| | 14. | Paid expenses out of Petty Cash | 8 |
| | | H. Doyle paid him cheque for | 13860 |
| | | being allowed discount | 140 |
| | | He sold sundries for cash | 300 |
| | | He paid into bank cash and cheques | 14160 |
| | 15. | He purchased on credit from T. Robertson | |
| | | Brassware \$4000; Ironware \$7000 | |
| | | Furniture \$5000; Sundries \$2000 | |
| | 15. | He paid wages out of office cash | 50 |
| | | Bank notified that D. Appleton had dishonoured his bill, | |
| | | and that they had charged his bank account with | 3000 |

| | | |
|----------|--|--------------|
| Jan. 17. | D. Appleton gave Gilbert a new Bill Receivable for \$3100, of which \$100 is for interest. | |
| 18. | He sold on credit to H. Doyle Brassware \$3000; Ironware \$5000 Furniture \$3000; Sundries \$2000 | |
| 19. | Paid expenses out of Petty Cash | \$5 |
| | He gave T. Robertson a Bill Payable for | 18000 |
| | He sold sundries for cash | 150 |
| 20. | He sold Anderson's consignment of furniture to L. Booth on credit | 5000 |
| 21. | He sold on credit to R. Carruthers Brassware \$2000; Ironware \$3000 Furniture \$4000; Sundries \$3000 | |
| 22. | He paid wages out of office cash | 50 |
| | L. Booth paid for Anderson's furniture being allowed discount | 4950 50 |
| | Cheque was banked | |
| 24. | Paid expenses out of Petty Cash | 7 |
| | Gilbert sent Account Sales to Anderson crediting himself with \$250 for commission. He sent Anderson a cheque for balance due him. | |
| 25. | He purchased on credit from H. Davidson Ironware \$4000; Furniture \$6000; Sundries \$3000. | |
| | He paid expenses out of office cash | 150 |
| 26. | He sold on credit to P. Gibbs Brassware \$1000; Ironware \$2000; Sundries \$1000 | |
| 27. | Petty expenses out of Petty Cash | 9 |
| | He sold sundries for cash | 200 |
| 28. | He purchased on credit from J. Weston Brassware \$6000; Ironware \$4000; Sundries \$3000. | |
| 29. | He paid expenses out of Petty Cash | 6 |
| | He paid wages out of office cash | 50 |
| | He sold on credit to R. Barry Brassware \$5000; Ironware \$5000 Furniture \$4000; Sundries \$5000 | |
| 31. | Refunded petty cashier, bringing his balances up to | 50 |
| | He paid salaries by cheque | 300 |
| | He paid H. Davidson by cheque being allowed discount | 12870 130 |
| | He paid expenses by cheque | 100 |
| | His inventories at 31st January were as follows— Brassware \$7000; Ironware \$6000 Furniture \$5000; Sundries \$7000 | |

General Expenses had accrued, but had not been brought into the books, amounting to \$20.

Write depreciation off the value of the equipment at 12 per cent per annum and off the buildings at 6 per cent per annum.

Open a Reserve Account for Discounts equal to 2 per cent on the Accounts Receivable unpaid at the end of the month, and also a Reserve Account for Bad Debts equal to 2 per cent on the same figure.

*Group O.**Exercise No. 61.*

Special Features. Use of Columnar General Journal for purpose of collecting items for Control Accounts of subsidiary Ledgers.

Books Required. As for *Group I.*

General Journal to have Debit and Credit Columns, each divided into three sub-columns (see ruling No. 11).

Instructions.

Record the transactions in the books of original entry.

Open separate Ledgers for Trade Debtors (Sales) Ledger and for Trade Creditors (Purchase) Ledger.

Establish Control Accounts in the General or Private Ledger for these two Ledgers.

Write up the various accounts in these three Ledgers, making any necessary adjustments and closing off the Ledgers.

Take out a Trial Balance.

Prepare a Trading and Profit and Loss Statement for the month of January, and a Balance Sheet as at 31st January, 1927.

O 61.

Wm. Owen commenced business on 1st January, with the following assets : cash in bank \$4500, merchandise \$3000, bills receivable (H. Greig) due 7th January \$1000, equipment \$4000, buildings \$8000, land \$7000.

H. Sheldon had lent him \$6000, interest on which at 6 per cent was payable half-yearly at 30th June and 31st December.

His transactions for the month of January were as follows—

| | | | |
|------|-----|--|------|
| Jan. | 1. | Withdrew from Bank for office Petty Cash | \$30 |
| | 4. | Purchased merchandise on credit from L. Kennedy | 5000 |
| | 5. | He returned to L. Kennedy goods as not being what he had ordered | 1000 |
| | 7. | He gave L. Kennedy a Bill Payable for | 4000 |
| | | He spent in expenses out of Petty Cash | 6 |
| | 8. | He sold merchandise on credit to H. Greig | 4000 |
| | | He discounted Greig's bill with Bank, proceeds | 990 |
| | | He spent out of Petty Cash, expenses | 5 |
| | 11. | He sold merchandise on credit to M. Bernard | 2000 |
| | | L. Kennedy carried out some repairs, charge | 200 |
| | 14. | M. Bernard paid him cheque for | 1980 |
| | | being allowed discount | 20 |
| | | He sold merchandise for cash | 500 |
| | | He paid L. Kennedy by cheque for | 200 |
| | 15. | Purchased merchandise on credit from E. Stewart | 6000 |
| | 17. | He sold merchandise on credit to H. Holt | 6000 |
| | | Bank notified that H. Greig could not meet his bill. Owen instructed Bank to charge him with \$1000. Owen allowed Greig to renew his bill, but charged him with interest, etc., \$100. | |
| | 18. | H. Greig paid cheque | 3960 |
| | | being allowed discount | 40 |
| | | He sold merchandise for cash | 200 |
| | 20. | He sold merchandise on credit to R. Dawson | 5000 |
| | | He paid E. Stewart with cheque for | 5940 |
| | | being allowed discount | 60 |
| | 21. | Purchased merchandise on credit from S. Roberts | 7000 |
| | | R. Dawson returned goods as not being what he ordered | 1000 |
| | 24. | H. Holt paid him cheque for | 5940 |
| | | being allowed discount | 60 |
| | 25. | He sold merchandise on credit to H. Robson | 3000 |
| | | H. Robson gave him a Bill Receivable for | 3000 |
| | 28. | He gave S. Roberts a Bill Payable for | 7000 |
| | | He spent in expenses out of Petty Cash | 9 |
| | | He sold merchandise on credit to H. Robson | 1000 |
| | 31. | He paid salaries by cheque | 500 |
| | | He paid expenses by cheque | 200 |
| | | He recouped petty cashier for his expenses for month. | |

He deposited all cash and cheques received daily into the bank. All payments over \$10 were made by cheque. All payments under \$10 were made out of Petty Cash.

Merchandise inventory on 31st January was \$6000.

General Expenses had accrued but had not been brought into the books, amounting to \$100.

Write depreciation off the value of the equipment and buildings at the rate of 6 per cent per annum.

Open a Reserve Account for Discounts equal to 1 per cent on the Trade Debtors unpaid at the end of the month, and also a Reserve Account for Bad Debts equal to $\frac{1}{2}$ per cent on the same figure.

*Group P.**Exercise No. 62.*

Special Features. Closing off a Ledger.

Writing off Bad Debts and Discounts against their Reserves, and bringing these Reserves to the required figures.

Books Required. General Journal.
Ledger.

Instructions.

Open a General Ledger, writing into its accounts the items in the above Trial Balance.

Make the Journal entries necessary to close off the books.

Post these entries to the General Ledger, and close it off.

Prepare a Balance Sheet as at 31st December.

P 62.

The following is the Trial Balance of J. Johnson's books at the close of six months ended 31st December, after he has journalized and posted the entries necessary for the following—

- (a) Merchandise inventory at 31st December.
 (b) Transfer of Gross Profit to Profit and Loss.

Private Ledger—

| | | |
|--|----------------|----------------|
| Capital | | \$50000 |
| Private Drawings | \$3500 | |
| Fire Insurance | 98 | |
| Shop Buildings, 242 Westover Street | 15000 | |
| " " 181 Tiverton Street | 12000 | |
| Land 242 Westover Street | 8000 | |
| " 181 Tiverton Street | 7000 | |
| Equipment 242 Westover Street | 2000 | |
| " 181 Tiverton Street | 1200 | |
| Merchandise Inventory at 31st December | 8064 | |
| Reserve for Depreciation on Shop Buildings | | 2700 |
| Reserve for Depreciation on Equipment | | 960 |
| Cash in Bank | 3200 | |
| Cash in Office | 128 | |
| Profit and Loss : Gross Profit | | 17038 |
| Accrued Expenses Suspense | | 200 |
| Fuel and Lighting | 350 | |
| Salaries | 4728 | |
| Discounts | 195 | |
| Reserve for Discounts | | 215 |
| Bad Debts made | 85 | |
| Reserve for Bad Debts | | 125 |
| Selling Expenses | 415 | |
| Salesmen's Salaries | 3204 | |
| Stationery and Postage | 287 | |
| Delivery Expense | 1242 | |
| General Office Expense | 368 | |
| Office Salaries | 1205 | |
| Accounts Receivable Control | 3875 | |
| Accounts Payable Control | | 4906 |
| | <u>\$76144</u> | <u>\$76144</u> |

The Balances of the Accounts Receivable and Accounts Payable Ledgers are as follows—

| <i>Accounts Receivable</i> | | <i>Accounts Payable</i> | |
|----------------------------|-------|-------------------------|--------|
| W. Martin | \$800 | W. Briggs | \$1050 |
| F. Pearson | 042 | John Boyd | 946 |
| T. Chown | 515 | H. Duncan | 845 |
| W. Wilson | 416 | R. Collins | 923 |
| L. Robinson | 325 | R. Floyd | 764 |
| G. Simpson | 415 | W. Hart | 378 |
| H. Matthewson | 505 | | |
| W. Lloyd | 857 | | |

Entries required by the following are still to be made in both general Journal and Ledger—

(1) The Fire Insurance Debit is for Premiums of which \$72 is unexpired.

(2) Depreciation at rate of 5 per cent per annum is to be provided on all shop buildings. This should be credited to the appropriate Reserve Account.

(3) Depreciation at rate of 4 per cent per annum is to be provided on all office and shop equipment. This should be credited to the appropriate Reserve Account.

(4) Reserve for Bad Debts is to equal 2 per cent of Accounts Receivable.

(5) Reserve for Cash Discounts is to equal 1 per cent of Accounts Receivable.

(6) Profit and Loss Account to be completed.

(7) Balance on Profit and Loss Account to be transferred to Private Drawings Account.

*Group Q.**Exercises 63-68.*

Special Features. Preparation of Trading and Profit and Loss Statements, and Balance Sheet by means of a Working Sheet.

Required. Working Sheet ruled with six pairs of columns, the six pairs being headed as follows—

Original Trial Balance ;

Trading Account Figures.

Adjustments.

Amended Trial Balance, immediately before writing up of Profit and Loss Account.

Profit and Loss Account Figures.

Balance Sheet Figures.

Instructions.

Write up the Working Sheet, gathering into their own columns the figures for the following statements—

- (1) Trading for the period.
- (2) Profit and Loss for the period.
- (3) Balance Sheet at close of period.

From the Working Sheet prepare these statements.

NOTE. Ignore fractions of a dollar if they occur.

Q 63.

The following was a Trial Balance taken from the Private Ledger of F. Moore at 31st December, after six months' trading—

| | | |
|--|-----------------|-----------------|
| <i>Cash at Bank</i> | \$5900 | |
| <i>F. Moore : Capital</i> | | \$60000 |
| <i>F. Moore : Drawings</i> (Cash drawn out for private purposes, and in anticipation of profits) | 7000 | |
| <i>Accounts Receivable Control</i> | 108000 | |
| <i>Accounts Payable Control</i> | | 20500 |
| <i>Merchandise : Inventory at 1st July</i> | 3000 | |
| <i>" Purchases</i> | 204000 | |
| <i>" Sales</i> | | 294000 |
| <i>General Expenses</i> | 8000 | |
| <i>Selling Expenses</i> | 10000 | |
| <i>Office Salaries</i> | 20600 | |
| <i>Equipment</i> | 8000 | |
| | <u>\$374500</u> | <u>\$374500</u> |

Both Control Accounts had been balanced with the Ledgers, which they represent. His merchandise inventory at 31st December was valued at \$4500. He decided to write depreciation off the equipment at the rate of 6 per cent per annum, and to raise a Bad Debts Reserve equal to 2 per cent on the Accounts Receivable still outstanding.

Q 64.

The following was a Trial Balance taken from the Private Ledger of W. Carswell at 31st December, after six months' trading—

| | | |
|--|----------------|----------------|
| <i>W. Carswell : Capital</i> | | \$20000 |
| <i>Equipment</i> | \$10000 | |
| <i>Cash in Bank</i> | 5000 | |
| <i>Accounts Receivable Control</i> | 23200 | |
| <i>Accounts Payable Control</i> | | 5060 |
| <i>Merchandise : Inventory at 1st July</i> | 2000 | |
| <i>" Purchases</i> | 40000 | |
| <i>" Sales</i> | | 65000 |
| <i>Travelling Expenses</i> | 800 | |
| <i>Office Salaries</i> | 2800 | |
| <i>General Office Expenses</i> | 950 | |
| <i>Discount and Interest</i> | 450 | |
| <i>Advertising</i> | 200 | |
| <i>Delivery Expense</i> | 2100 | |
| <i>Insurance</i> | 60 | |
| <i>W. Carswell: Private Drawings</i> | 2500 | |
| | <u>\$90060</u> | <u>\$90060</u> |

Both Control Accounts had been balanced with the ledgers which they represent. His merchandise inventory at 31st December was valued at \$3000. He decided to write depreciation off the equipment at 5 per cent per annum. The following expenses had accrued by the close of the year, but had not been paid: office salaries, \$250, general office expenses, \$30. The item Insurance was the premium on a three-year policy, which had commenced to run on 1st July. He decided to raise a Bad Debts Reserve equal to 2 per cent on the Accounts Receivable still outstanding.

Q 65.

The following was a Trial Balance taken from the Private Ledger of D. Fryatt at 31st December, after six months' trading—

| | | |
|------------------------------------|----------------|----------------|
| D. Fryatt: Capital | | \$30000 |
| Cash in Bank | \$1800 | |
| Land | 8000 | |
| Buildings | 10000 | |
| Reserve for Depreciation—Buildings | | 1800 |
| Equipment | 1000 | |
| Reserve for Depreciation—Equipment | | 200 |
| Merchandise: Inventory at 1st July | 3000 | |
| „ Purchases | 47000 | |
| „ Sales | | 58000 |
| „ Returns Inwards | 500 | |
| „ Returns Outwards | | 350 |
| Selling Expenses | 2100 | |
| General Office Salaries | 1800 | |
| General Office Expenses | 754 | |
| Discounts | 250 | |
| Advertising | 258 | |
| Bad Debts written off | 306 | |
| Bad Debts Reserve | | 380 |
| Travelling Expenses | 524 | |
| Insurance | 90 | |
| D. Fryatt: Private Drawings | 2100 | |
| Trade Debtors Control | 16256 | |
| Trade Creditors Control | | 5008 |
| | <u>\$95738</u> | <u>\$95738</u> |

Both Control Accounts had been balanced with the ledgers which they represent. His merchandise inventory at 31st December was \$4500.

He decided to write up depreciation reserves at the following rates per annum—

| | |
|-----------|-----|
| Buildings | 10% |
| Equipment | 5% |

The following expenses had accrued by the close of the year but had not been paid—

| | |
|-----------------------------------|------|
| General Office Salaries | \$45 |
| Advertising | 20 |
| General Office Expenses | 37 |

The item for Insurance was the premium on a three-year policy, which had commenced to run on the 1st July.

He decided that after writing off Bad Debts for period the Bad Debts Reserve shall equal 2 per cent of Trade Debtors outstanding.

He decided to create a Reserve for Discounts to equal 1 per cent on the Trade Debtors outstanding.

Q 66.

The following was a Trial Balance taken from the Private Ledger of H. Macfarlane at 31st December, after six months' trading—

| | | |
|---|----------------|----------------|
| H. Macfarlane : Capital | | \$25000 |
| Cash in Bank | \$17000 | |
| Land | 7000 | |
| Buildings | 8000 | |
| Reserve for Depreciation—Buildings | | 1700 |
| Equipment | 2000 | |
| Reserve for Depreciation—Equipment | | 400 |
| Merchandise : Inventory at 1st July | 2500 | |
| " Purchases | 48000 | |
| " Sales | | 60342 |
| " Returns Inwards | 600 | |
| " Returns Outwards | | 420 |
| Selling Expenses | 1900 | |
| General Office Expenses | 657 | |
| General Office Salaries | 2300 | |
| Discounts | 235 | |
| Advertising | 367 | |
| Bad Debts written off | 205 | |
| Bad Debts Reserve | | 380 |
| Travelling Expenses | 624 | |
| Insurance | 50 | |
| H. Macfarlane : Private Drawings | 2500 | |
| Trade Debtors Control | 17005 | |
| Trade Creditors Control | | 2528 |
| Loan from D. Smith at 8% | | 5000 |
| Merchandise : allowances on Sales | 342 | |
| " allowances on Purchases | | 215 |
| | <u>\$95985</u> | <u>\$95985</u> |

Both Control Accounts had been balanced with the ledgers which they represent. His merchandise inventory at 31st December was \$4200.

He decided to write up Depreciation Reserves at the following rates per annum—

| | | | | | | | |
|-----------|---|---|---|---|---|---|-----|
| Buildings | . | . | . | . | . | . | 10% |
| Equipment | . | . | . | . | . | . | 5% |

Interest on Loan from D. Smith had not been paid since the 30th June.

The following expenses had accrued by the close of the year, but had not been paid—

| | | | | | |
|-------------------------|---|---|---|---|------|
| General Office Salaries | . | . | . | . | \$28 |
| Advertising | . | . | . | . | 40 |
| General Office Expenses | . | . | . | . | 80 |
| Travelling Expenses | . | . | . | . | 39 |

The item for Insurance was the balance of the premium on a three-year policy which had been running for one and a half years at the date 31st December above.

He decided that after writing off Bad Debts for period, the Bad Debts Reserve shall equal 2 per cent of Trade Debtors outstanding.

He decided to create a Reserve for discounts by transferring from Profit and Loss a sum equal to $\frac{1}{2}$ per cent on net sales.

Q 67.

The following was a Trial Balance taken from the Private Ledger of A. Cobham at 31st December, after six months' trading—

| | | | | | | | |
|--------------------------------------|---|---|---|---|---|----------|----------|
| A. Cobham : Capital | . | . | . | . | . | . | \$65000 |
| Cash in Bank | . | . | . | . | . | \$3100 | |
| Land | . | . | . | . | . | 16000 | |
| Buildings | . | . | . | . | . | 18000 | |
| Reserve for Depreciation—Buildings | . | . | . | . | . | | 2100 |
| Equipment | . | . | . | . | . | 1900 | |
| Reserve for Depreciation—Equipment | . | . | . | . | . | | 285 |
| Merchandise : Inventory at 1st July. | . | . | . | . | . | 6200 | |
| " Purchases | . | . | . | . | . | 94000 | |
| " Sales | . | . | . | . | . | | 102000 |
| " Returns Inwards | . | . | . | . | . | 600 | |
| " Returns Outwards | . | . | . | . | . | | 450 |
| Selling Expenses | . | . | . | . | . | 4300 | |
| General Office Salaries | . | . | . | . | . | 3100 | |
| General Office Expenses | . | . | . | . | . | 1526 | |
| Discounts | . | . | . | . | . | 518 | |
| Reserve for Discounts | . | . | . | . | . | | 615 |
| Advertising | . | . | . | . | . | 498 | |
| Bad Debts written off | . | . | . | . | . | 708 | |
| Bad Debts Reserve | . | . | . | . | . | | 680 |
| Carried forward. | . | . | . | . | . | \$150450 | \$171130 |

| | | |
|-------------------------------|-----------------|-----------------|
| Brought forward | \$150450 | \$171130 |
| Travelling Expenses | 1015 | |
| Insurance Balance at 1st July | 180 | |
| A. Cobham : Private Drawings | 4200 | |
| Trade Debtors Control | 32843 | |
| Trade Creditors Control | | 17558 |
| | <u>\$188688</u> | <u>\$188688</u> |

Both Control Accounts had been balanced with the ledgers which they represent. His merchandise inventory at 31st December was \$10000.

He decided to write up Depreciation Reserves at the following rates per annum—

| | |
|-----------|----|
| Buildings | 5% |
| Equipment | 2% |

The following expenses had accrued by the close of the year, but had not been paid—

| | |
|-------------------------|------|
| General Office Salaries | \$98 |
| Advertising | 50 |
| General Office Expenses | 84 |
| Travelling Expenses | 72 |

The item for Insurance was the premium on a three-year policy, which had commenced to run on the 1st July.

He decided that after writing off Bad Debts for period, the Bad Debts Reserve shall equal 2 per cent of Trade Debtors outstanding.

He decided to raise a Reserve for Discounts to equal 1 per cent on the Trade Debtors outstanding.

Q 68.

The following was a Trial Balance taken from the Private Ledger of S. Marshall at 31st December, after six months' trading—

| | | |
|--------------------------------------|----------------|-----------------|
| S. Marshall : Capital | | \$38200 |
| Cash in Bank | \$2100 | |
| Land | 9000 | |
| Buildings | 12000 | |
| Reserve for Depreciation—Buildings | | 2400 |
| Equipment | 1200 | |
| Reserve for Depreciation—Equipment | | 240 |
| Merchandise : Inventory at 1st July. | 3200 | |
| " Purchases | 49250 | |
| " Sales | | 61230 |
| Carried forward. | <u>\$76750</u> | <u>\$102070</u> |

| | | |
|--|-----------------|-----------------|
| Brought forward | \$76750 | \$102070 |
| Merchandise : Returns Inwards | 520 | |
| " Returns Outwards | | 460 |
| Selling Expenses | 2300 | |
| General Office Salaries | 2080 | |
| General Office Expenses | 827 | |
| Reserve for Discounts | | 218 |
| Discounts | 342 | |
| Advertising | 258 | |
| Bad Debts written off | 317 | |
| Bad Debts Reserve | | 397 |
| Travelling Expenses | 615 | |
| Insurance | 120 | |
| S. Marshall : Private Drawings | 2300 | |
| Trade Debtors Control | 18342 | |
| Trade Creditors Control | | 1626 |
| | <u>\$104771</u> | <u>\$104771</u> |

Both Control Accounts had been balanced with the ledgers which they represent. His merchandise inventory at 31st December was \$4820.

He decided to write up Depreciation Reserves at the following rates per annum—

| | |
|---------------------|-----|
| Buildings | 12% |
| Equipment | 6% |

The following expenses had accrued by the close of the year, but had not been paid—

| | |
|-----------------------------------|------|
| General Office Salaries | \$48 |
| Advertising | 26 |
| General Office Expenses | 38 |
| Travelling Expenses | 28 |

The item for Insurance was the premium on a three-year policy, which had commenced to run on the 1st July.

He decided that after writing off Bad Debts for period the Bad Debts Reserve shall equal 2 per cent of Trade Debtors outstanding.

He decided to raise the Reserve for Discounts to equal 1 per cent on the Trade Debtors outstanding.

*Group R.**Exercise No. 69**Special Features.* Partnership.

Partners' Salaries.

Interest on Capital.

Interest on Overdrawings.

Division of Net Profits.

Profit and Loss or General Operating Statement.

Net Income Statement.

Statement of Appropriation of Profit and Loss.

Cash and cheques not all banked daily.

Columnar Sales and Purchases Journals.

Books Required. As for *Group I* (but see Cash Book rulings Nos. 6 and 8).

Returns Inwards Journal (columnar).

Returns Outwards Journal (columnar).

Instructions.

Write up the books of original entry.

Post from these books to the General, Trade Debtor and Trade Creditor Ledgers.

Make all necessary transfers and adjustments to write up Trading, General Operating, Net Income, and Appropriation of Profit and Loss Accounts.

Credit partners' Current Accounts with sums due to them.

Take out a Trial Balance Sheet and prepare the following statements for the period—

- (a) Trading, to show Gross Profit.
- (b) General Operating, to show Net Profit from regular operations with use of total capital employed, regardless of whether it was contributed by owners, or borrowed. Partners' salaries will appear in this statement.
- (c) Net Income, to show Net Increase for period after paying interest on loans, and bringing in all profits and losses outside the regular operations.
- (d) Appropriation of Profit and Loss, to show what was available for distribution amongst the owners, and how it was distributed. This statement will contain adjustments for Interest on Capital and Interest on Overdrawings.
- (e) Balance Sheet.

R 69.

On 1st January, Smith, Jones, and Brown entered into partnership as wholesale merchants. They contributed assets to the concern as follows—

| | | | | | | | | |
|---------------------|---|---|---|---|---|---|-------|-----------------|
| Smith—Cash in Bank | . | . | . | . | . | . | \$500 | |
| Cotton Goods | . | . | . | . | . | . | 10000 | |
| Silk Goods | . | . | . | . | . | . | 10000 | |
| Land | . | . | . | . | . | . | 6500 | |
| Buildings | . | . | . | . | . | . | 11000 | |
| Office Equipment | . | . | . | . | . | . | 2000 | |
| Goodwill | . | . | . | . | . | . | 30000 | |
| | | | | | | | | \$70000 |
| Jones—Cash in Bank | . | . | . | . | . | . | 2500 | |
| Cotton Goods | . | . | . | . | . | . | 10000 | |
| Woollen Goods | . | . | . | . | . | . | 15000 | |
| Linen Goods | . | . | . | . | . | . | 5000 | |
| Transport Equipment | . | . | . | . | . | . | 15000 | |
| Goodwill | . | . | . | . | . | . | 12500 | |
| | | | | | | | | 60000 |
| Brown—Cash in Bank | . | . | . | . | . | . | 18000 | |
| Office Equipment | . | . | . | . | . | . | 2000 | |
| | | | | | | | | 20000 |
| | | | | | | | | <u>\$150000</u> |

They agreed to the following—

(a) Capitals to be fixed pending any further agreement, but to receive interest at 6 per cent per annum credited monthly.

(b) Salaries as follows to be credited to partners at end of each month—

| | | | | | | | |
|-------|---|---|---|---|---|---|------------------|
| Smith | . | . | . | . | . | . | \$4800 per annum |
| Jones | . | . | . | . | . | . | 3600 " " |
| Brown | . | . | . | . | . | . | 2400 " " |

(c) Net profits are to be shared on the following terms: Smith $\frac{1}{10}$, Jones $\frac{1}{10}$, and Brown $\frac{1}{10}$. Accounts are to be prepared half-yearly, or oftener as the partners decide; and profits are to be credited to their Current Accounts whenever accounts are prepared.

(d) After each partner has drawn from his Current Account what he requires at the end of each month, the balance is to be credited to a Loan Account for him, bearing interest at 6 per cent.

(e) Partners will decide half-yearly, or when they think fit, whether they require these loans for the business, and if so, what fresh arrangements are to be made as to their respective capitals and shares of profits.

(f) Until accounts are prepared, each partner may draw a sum made up as follows—

His monthly salary.

„ interest on capital.

„ interest on his loan account, if any.

A sum on account of profits, varying as follows—

| | |
|--------------------------------|--------|
| In the case of Smith | \$1000 |
| „ „ „ „ Jones | 800 |
| „ „ „ „ Brown | 200 |
| | <hr/> |
| | \$2000 |

This total sum should be drawn only at the end of the month.

If any partner draws money out before the last day of the month he is to be charged interest at 6 per cent.

(g) Drawings in excess of amounts agreed upon are to be repaid in cash immediately, should the other partners request this.

(h) Cash and cheques received are not necessarily to be banked daily, but Petty Cash is to be kept on the Imprest System.

| | | |
|---------|--|--------|
| Jan. 1. | Drew from Bank for Office purposes | \$300 |
| | Handed to Petty Cashier system | 20 |
| | Purchased the following on credit— | |
| | From J. Thomas Silks | \$4000 |
| | Woollens | 8000 |
| | | <hr/> |
| | | 12000 |
| | From W. Morgan Cottons | 7000 |
| | Linens | 3000 |
| | | <hr/> |
| | | 10000 |
| | From H. Hughes Silks | 1000 |
| | Cottons | 8000 |
| | | <hr/> |
| | | 9000 |
| 2. | Made following sales on credit— | |
| | H. Riley Silks | 1200 |
| | Linens | 4000 |
| | Cottons | 4000 |
| | | <hr/> |
| | | 9200 |
| | T. Lawson Cottons | 16000 |
| | Woollens | 5000 |
| | | <hr/> |
| | | 21000 |
| | H. Davidson Woollens | 6000 |
| | Silks | 5000 |
| | Linens | 1000 |
| | | <hr/> |
| | | 12000 |
| | H. Riley gave us Note Receivable at 30 days for his account | 9200 |
| 3. | Purchased Office Equipment by cheque | 800 |
| 4. | Sent back H. Hughes silks, as they are not up to sample | 500 |
| 4. | Sent back J. Thomas woollens, as they are not what was ordered | 1000 |

| | | | |
|---------|---|------|-------|
| Jan. 9. | He paid salaries of clerks to date by cheque . . . | | \$105 |
| | He paid salaries of workmen to date by cheque . . . | | 100 |
| | Petty Cashier handed in statement of his expenditure since 1st, together with necessary vouchers— | | |
| | Stationery | \$12 | |
| | Office Expenses— | | |
| | Postage | 2 | |
| | Cleaning | 5 | |
| | | 7 | |
| | This was paid him out of cash. | — | 19 |
| 12. | Made cash sales—Woollens | | 300 |
| | Paid cash into Bank | | 200 |
| 14. | Sold goods on credit to H. Riley— | | |
| | Linens | 2000 | |
| | Cottons | 2000 | |
| | | — | 4000 |
| 15. | Smith drew cheque on account of drawings | | 1000 |
| 16. | Paid salaries of clerks by cheque | | 100 |
| | Paid wages of warehousemen by cheque | | 100 |
| | Made purchase on credit H. Hughes—Cotton | | 5000 |
| | Petty Cashier was recouped for his expenditure— | | |
| | Stationery | 10 | |
| | Office Expenses— | | |
| | Postage | 3 | |
| | Cleaning | 5 | |
| | | 8 | |
| | | — | 18 |
| 19. | Made sales on credit to H. Davidson— | | |
| | Woollens | 1000 | |
| | Cottons | 8000 | |
| | | — | 9000 |
| 21. | T. Lawson paid cheque to settle for goods he received on 2nd Jan, getting 5% discount on total: cheque is for | | 9950 |
| | Cash Sales were made this day | | |
| | Linens | 500 | |
| | Cottons | 1500 | |
| | | — | 2000 |
| 21. | H. Davidson paid cheque for balance on account of goods received by him on 2nd inst., being allowed \$100 discount. | | 5400 |
| | Paid cheque, etc., into Bank | | 17300 |
| 23. | Made sales on credit to T. Lawson— | | |
| | Linens | 5000 | |
| | Cottons | 2000 | |
| | Woollens | 4000 | |
| | | — | 9000 |
| | Paid salaries of clerks to date by cheque | | 100 |
| | Paid wages of warehousemen to date by cheque | | 100 |
| | Petty Cashier rendered his statement for the week and is recouped out of cash— | | |
| | Stationery | 8 | |
| | Office expenses— | | |
| | Postage | 4 | |
| | Cleaning | 5 | |
| | | 9 | |
| | | — | 17 |

| | |
|--|---------|
| Jan. 25. Paid H. Hughes cheque getting 5% discount and settling his account to date | \$12250 |
| Cash sales this day—Linens | 200 |
| H. Davidson paid cheque on account | 15000 |
| Paid into Bank | 15300 |
| 27. T. Lawson paid cheque to settle for goods received on the 8th, and got 5% discount | 10450 |
| T. Lawson returned as not being what he ordered— | |
| Linens | \$500 |
| Woollens | 500 |
| | <hr/> |
| | 1200 |
| 27. H. Riley paid cheque on account | 3000 |
| Sold H. Riley on credit— | |
| Linens | 3000 |
| Cottons | 1500 |
| | <hr/> |
| | 4500 |
| Paid cash and cheques into Bank | 13450 |
| 31. Petty Cashier rendered his statement for the week and recouped out of cash— | |
| Stationery | 7 |
| Office expenses— | |
| Postage | 2 |
| Cleaning | 5 |
| | <hr/> |
| | 7 |
| | <hr/> |
| | 14 |
| Paid salaries of clerks to date by cheque | 100 |
| Paid wages of warehousemen to date by cheque | 100 |
| Paid for transportation of goods inwards by cheque | 250 |
| Paid for transportation of goods outwards for cheque | 200 |
| Paid various partners' travelling expenses for month in cash | 60 |

Stocks on hand at 31st January were as follows—

| | |
|--------------------|---------|
| Cottons | \$15000 |
| Silks | 15000 |
| Woollens | 15000 |
| Linen | 5000 |

Make provision for the following—

| |
|--|
| Reserve for Discounts 5% on Accounts Receivable outstanding at 31st Jan. |
| Reserve for Bad Debts $2\frac{1}{2}$ % on Accounts Receivable outstanding at 31st Jan. |
| Depreciation on Office Equipment 5% per annum. |
| Transport Equipment 10% per annum. |
| Buildings 6% per annum. |
| Outstanding Rates and Taxes—\$50. |

In making calculations for interest, regard 15 or 16 days as half a month, and a month as a twelfth of a year; also, where fractions of a dollar are concerned, bring figures out to the nearest cent.

Transfer the net profit to partners' Current Accounts.

The partners agreed for the present not to draw more than the following sums out of the business—

| | |
|-----------------|---------|
| Smith | \$10000 |
| Jones | 8000 |
| Brown | 2000 |

Smith's \$1000 previously drawn is of course taken into account. They drew cheques for sums accordingly as on 31st January.

They then had the balances of their Current Accounts transferred to their Loan Accounts.

*Group S.**Exercises Nos. 70-74.*

Special Features. Closing off the books of a partnership, working from a Trial Balance.

Preparation of the following statements from the Ledger Accounts concerned—

Trading for period.

General Operating for period.

Net Income for period.

Appropriation of Profit and Loss for period.

Books Required. General Journal.

General or Private Ledger.

Instructions.

Open the accounts as shown in the Trial Balance in the General Ledger, and write in the balances given.

Make all necessary transfers and adjustments to write up the following accounts—

(1) Trading.

(2) General Operating.

(3) Net Income.

(4) Appropriation.

(5) Partners' Current and Loan Accounts.

Take out a Trial Balance and close off the Ledger.

Prepare statements for the period, based on the accounts numbered 1 to 4.

Prepare a Balance Sheet at the close of the period.

NOTE. If there are fractions of a dollar, bring to the nearest dollar.

S 70.

Messrs. Hughes and Lloyd are in partnership as general traders. The Trial Balance of their Private Ledger at the close of the six months ended 31st December was as follows—

| | | |
|--|-----------------|-----------------|
| Accounts Receivable | \$88074 | |
| Office Equipment (Cost) | 2600 | |
| Purchases | 296057 | |
| Cash in hand and in Bank | 14162 | |
| Bills Payable | | \$11058 |
| Returns of Purchases | | 724 |
| Loan from Hughes at 8% per annum | | 3000 |
| Reserve for Discount | | 240 |
| Discounts | 285 | |
| Merchandise Inventory : 1st July | 20156 | |
| Sales | | 400058 |
| Returns of Sales | 1056 | |
| Capital : N. Hughes | | 50000 |
| S. Lloyd | | 30000 |
| General Office Expenses | 5057 | |
| Salesmen's Salaries and Commission | 15032 | |
| Reserve for Depreciation of Office Equipment | | 610 |
| Reserve for Bad Debts | | 814 |
| Bad Debts written off since 1st July | 608 | |
| Selling Expenses | 22045 | |
| General Office Salaries | 8159 | |
| Accounts Payable— | | 7287 |
| N. Hughes : Current | 18000 | |
| S. Lloyd : " | 12500 | |
| | <u>\$503791</u> | <u>\$503791</u> |

The adjustments required by the following are still to be made—

(a) The merchandise inventory at 31st December was valued as follows : \$15057.

(b) Interest for period on Hughes' loan.

(c) Interest on Capitals at 5 per cent per annum.

(d) Interest on Overdrawings at 6 per cent per annum. For two months Lloyd had overdrawn his Current Account by \$2000.

(e) Reserve for Depreciation of Office Equipment to be increased by 3 per cent per annum, calculated on cost of asset.

(f) Salaries are to be credited to partners at the following rates per annum—

| | |
|---------------------|---------|
| N. Hughes | \$10000 |
| S. Lloyd | 8000 |

N. Hughes looked after the General Office and S. Lloyd after the Selling Department.

(g) Reserve for Discounts was to stand in the Balance Sheet equal to 1 per cent on Accounts Receivable.

(h) Reserve for Bad Debts was to stand in the Balance Sheet equal to $\frac{1}{2}$ per cent on Accounts Receivable.

(i) They share profits and losses, after the charging of all of the above, in the following ratio—

| | | | | | | | | |
|-----------|---|---|---|---|---|---|---|---------------|
| H. Hughes | . | . | . | . | . | . | . | $\frac{2}{3}$ |
| S. Lloyd | . | . | . | . | . | . | . | $\frac{1}{3}$ |

S 71.

Messrs. Cornhill, Jones, and MacLean are in business as general traders. Their Trial Balance at the close of the six months ended 31st December was as follows—

| | | | | | | | |
|--|---|---|---|---|---|-----------------|-----------------|
| Cash in hand and in Bank | . | . | . | . | . | \$13000 | |
| Capital: Cornhill | . | . | . | . | . | | \$30000 |
| Jones | . | . | . | . | . | | 20000 |
| MacLean | . | . | . | . | . | | 20000 |
| Accounts Receivable | . | . | . | . | . | 40000 | |
| Bills Payable | . | . | . | . | . | | 10900 |
| Discount | . | . | . | . | . | 230 | |
| Reserve for Bad Debts | . | . | . | . | . | | 56 |
| Buildings | . | . | . | . | . | 15000 | |
| Land | . | . | . | . | . | 20000 | |
| Reserve for Depreciation of Buildings | . | . | . | . | . | | 4000 |
| Office Equipment | . | . | . | . | . | 2000 | |
| Reserve for Depreciation of Office Equipment | . | . | . | . | . | | 600 |
| Loan from Cornhill at 8% | . | . | . | . | . | | 2500 |
| Loan from MacLean at 8% | . | . | . | . | . | | 3000 |
| Current Account: Cornhill | . | . | . | . | . | 18000 | |
| Jones | . | . | . | . | . | 10000 | |
| MacLean | . | . | . | . | . | 5500 | |
| Accounts Payable | . | . | . | . | . | | 2836 |
| Sales | . | . | . | . | . | | 406000 |
| Returns of Sales | . | . | . | . | . | 700 | |
| Allowances on Sales for Damaged Goods, etc. | . | . | . | . | . | 1500 | |
| Purchases | . | . | . | . | . | 302000 | |
| Returns of Purchases | . | . | . | . | . | | 800 |
| Allowances on Purchases | . | . | . | . | . | | 200 |
| Merchandise Inventory at 1st July | . | . | . | . | . | 21000 | |
| Salesmen's Salaries | . | . | . | . | . | 16000 | |
| General Office Salaries | . | . | . | . | . | 8900 | |
| Selling Expenses | . | . | . | . | . | 22000 | |
| General Office Expenses | . | . | . | . | . | 5062 | |
| | | | | | | <u>\$500892</u> | <u>\$500892</u> |

The merchandise inventory at the close of the period was valued at \$18000.

Interest was to be allowed on Capital at 5 per cent and will be charged to an account for "Interest on Capital."

Interest was to be charged on overdrawings at 6 per cent per annum. For two months the Current Account of Jones was overdrawn \$2000. Credit should go to "Interest on Overdrawings."

Reserve for Discounts had to be raised to equal 1 per cent on the Accounts Receivable.

Reserve for Bad Debts had to be raised to equal $\frac{1}{2}$ per cent on the Accounts Receivable.

Reserve for Depreciation of Buildings was to be increased by 6 per cent per annum on the gross book-value of the asset and of Office Equipment by 12 per cent per annum on the gross book value of the asset.

Cornhill and MacLean were not going to withdraw any more cash from the business and Jones agreed that any credit balances on their Current Accounts at the end of the period were to be transferred to their Loan Account.

Profits were shared in the following proportions: Cornhill $\frac{1}{2}$, Jones $\frac{1}{4}$, MacLean $\frac{1}{4}$.

Salaries were credited to partners at the following rates per annum: Cornhill \$10000, Jones \$4000, MacLean \$6000.

Interest at 8 per cent on Cornhill's and MacLean's Loan Account was credited to their Current Accounts.

S 72.

Messrs. Jones, Roberts and Stewart are in partnership as traders. They bring to you the following Trial Balance taken from their books at 31st December—

| | | |
|--|----------|--------|
| Cash in hand and in Bank | \$22500 | |
| Accounts Receivable | 47800 | |
| Merchandise Inventory at 1st July | 26600 | |
| Office Equipment | 1060 | |
| Land | 14600 | |
| Buildings | 13800 | |
| Reserve for Depreciation on Buildings | | \$880 |
| Reserve for Depreciation on Office Equipment | | 620 |
| Office Salaries | 6425 | |
| Accounts Payable | | 5926 |
| Reserve for Bad Debts | | 46 |
| Discounts: Sales | 934 | |
| Discounts: Purchases | | 120 |
| Carried Forward | \$133719 | \$7592 |

| | | |
|-----------------------------------|-----------------|-----------------|
| Brought Forward | \$133719 | \$7592 |
| Selling Expenses | 4632 | |
| General Office Expenses | 5432 | |
| Jones—Current Account | 10060 | |
| Roberts—Current Account | 8046 | |
| Stewart—Current Account | 4500 | |
| Stewart—Loan Account | | 8400 |
| Purchase | 65643 | |
| Returns Inwards | 2000 | |
| Returns Outwards | | 1439 |
| Sales | | 101601 |
| Jones—Capital | | 50000 |
| Roberts—Capital | | 45000 |
| Stewart—Capital | | 20000 |
| | <u>\$234032</u> | <u>\$234032</u> |

The merchandise inventory at 31st December was valued at \$35640. They tell you that the following adjustments must be made—

(a) Reserves for Depreciation on Buildings to be increased by 5 per cent per annum on book figures for buildings.

(b) Reserve for Depreciation on Office Equipment to be increased by 10 per cent, calculated similarly.

(c) Reserve for Bad Debts is to be increased to 1 per cent on the Accounts Receivable, and

(d) Reserve for Discounts (Sales) is to be raised equal to 2 per cent on the Accounts Receivable.

(e) Partners' Current Accounts are to be credited with salaries at the following rates per annum : Jones \$12000, Roberts \$10000, Stewart \$8000.

(f) Partners' Current Accounts are to be credited with 5 per cent interest on their capitals. This interest will be debited to a special account for " Interest on Capitals."

(g) Stewart is not going to draw out any more cash and the other partners have agreed to his transferring any credit balance on his Current Account to his Loan Account at 8 per cent.

(h) Stewart has been paid no interest on his loan for the six months just closed. This interest must appear in the Profit and Loss Account as a special item.

(i) They share profits in the ratio of Jones $\frac{2}{5}$, Roberts $\frac{2}{5}$, Stewart $\frac{1}{5}$.

(j) The amount that a partner can draw out of the business in any one month is limited. Interest on over-drawings is charged

6 per cent per annum. For a space of one month Roberts had overdrawn his account by \$4000. He must be charged with this interest, which will be credited to the "Interest on Overdrawings" Account.

S 73.

Messrs. Carter, Jackson, and MacNaughton are in business as general traders. Their Trial Balance at the close of the six months ended 31st December was as follows—

| | | |
|---|-----------------|-----------------|
| Cash in hand and in Bank | \$12000 | |
| Capital—Carter | | \$40000 |
| " Jackson | | 15000 |
| " MacNaughton | | 15000 |
| Accounts Receivable | 42000 | |
| Bills Payable | | 12800 |
| Reserve for Cash Discounts and Interest (before writing off cash discounts and interest for six months) | | 1085 |
| Discounts and Interest: Cash | 996 | |
| Reserve for Bad Debts | | 540 |
| Bad Debts written off during period | 648 | |
| Buildings | 20000 | |
| Land | 18000 | |
| Reserve for Depreciation of Buildings | | 5000 |
| Office Equipment | 3000 | |
| Reserve for Depreciation of Office Equipment | | 600 |
| Loan from Carter at 8% | | 2000 |
| Loan from MacNaughton at 8% | | 8000 |
| Current Account—Carter | 17000 | |
| " " Jackson | 12000 | |
| " " MacNaughton | 4800 | |
| Accounts Payable | | 2600 |
| Returns of Sales | 800 | |
| Allowances on Sales for Damaged Goods, etc. | 1600 | |
| Purchases | 305000 | |
| Returns of Purchases | | 900 |
| Allowances of Purchases | | 300 |
| Inward freight on Purchases | 2100 | |
| Merchandise Inventory at 1st July, 1922 | 20500 | |
| Salesmen's Salaries | 17000 | |
| General Office Salaries | 8800 | |
| Selling Expenses | 21000 | |
| General Office Expenses | 6048 | |
| Sales | | 409467 |
| | <u>\$513292</u> | <u>\$513292</u> |

The merchandise inventory at the close of the period was valued at \$21000.

Interest was to be allowed on Capital at 5 per cent, and will be charged to an account for "Interest on Capital and Overdrawings."

Interest was to be charged on Overdrawings at 6 per cent per annum. For three months the Current Account of Jackson was overdrawn \$3000.

Reserve for Cash Discounts and Interest had to be raised to equal 1 per cent on the Accounts Receivable.

Reserve for Bad Debts had to be raised to equal $\frac{1}{2}$ per cent on the Accounts Receivable.

Reserve for Depreciation of Buildings was to be increased by 6 per cent per annum on the gross book value of the asset, and of Office Equipment by 12 per cent per annum, on the gross book value of the asset.

Carter and MacNaughton were not going to withdraw any more cash from the business and Jackson agreed that any credit balances on their Current Accounts at the end of the period were to be transferred to their Loan Account.

Salaries were credited to partners at the following rates per annum: Carter \$8000, Jackson \$5000, MacNaughton \$7000. Interest at 8 per cent on Carter's and MacNaughton's Loan Account was credited to their Current Account.

Profits were shared in the following proportions: Carter $\frac{1}{2}$, Jackson $\frac{1}{4}$, MacNaughton $\frac{1}{4}$.

S 74.

Messrs. Masfield, Gibbs, and Kincaid are in business as general traders. The Trial Balance of their Private Ledger at the close of the six months ended 31st December was as follows—

| | | |
|---|----------|----------|
| Accounts Receivable | \$78053 | |
| Office Equipment (Cost) | 5096 | |
| Purchases | 605024 | |
| Returns of Sales | 2405 | |
| Allowances on Sales for Damaged Goods, etc. | 3117 | |
| Cash in hand and in Bank | 28065 | |
| Buildings (Cost) | 32050 | |
| Bills Payable | | \$23800 |
| Returns of Purchases | | 1545 |
| Loan from Masfield at 8% per annum | | 6000 |
| Loan from Kincaid at 8% per annum | | 7000 |
| Discount: Sales | 576 | |
| Discount: Purchases | | 606 |
| Capital: Masfield | | 64000 |
| " Gibbs | | 40000 |
| " Kincaid | | 36000 |
| Carried Forward | \$754386 | \$178951 |

| | | |
|--|------------------|------------------|
| Brought Forward | \$754386 | \$178951 |
| Land | 41000 | |
| Merchandise Inventory, 1st July, 1923 | 42046 | |
| General Office Expenses | 11156 | |
| Salesmen's Salaries | 32654 | |
| Allowances on Purchases | | 425 |
| Sales | | 811390 |
| Reserve for Depreciation of Office Equipment | | 1215 |
| Reserve for Bad Debts | | 96 |
| Current Account: Masfield | 35043 | |
| " " Gibbs | 20054 | |
| " " Kincaid | 10095 | |
| Reserve for Depreciation of Buildings | | 8054 |
| Selling Expenses | 45042 | |
| General Office Salaries | 17812 | |
| Accounts Payable | | 9157 |
| | <u>\$1009288</u> | <u>\$1009288</u> |

The merchandise inventory at the close of the period was valued at \$35,896.

The adjustments required by the following were still to be made—

(a) No entry had been made in the books for the interest due for the last six months on the loans of Masfield and Kincaid.

(b) Interest was to be allowed on Capitals at 5 per cent per annum, and was to be charged to an account for "Interest on Capitals and Overdrawings."

(c) Interest was to be charged on Overdrawings at 6 per cent per annum. For three months Gibbs had overdrawn his Current Account by \$2500

(d) Reserve for Depreciation of Buildings was to be increased by 6 per cent per annum, calculated on the cost of the asset.

(e) Reserve for Depreciation of Office Equipment was to be increased by 12 per cent per annum, calculated on the cost of the asset.

(f) Salaries were to be credited to the partners at the following rates per annum—

| | |
|--------------------|---------|
| Masfield | \$20000 |
| Gibbs | 9000 |
| Kincaid | 12000 |

(g) A Reserve for Sales: Discounts had to be raised to equal 1 per cent on the Accounts Receivable.

(h) Reserve for Bad Debts had to be raised to equal $\frac{1}{2}$ per cent on the Accounts Receivable.

(4) After all the above adjustments had been made the remaining balance on Profit and Loss Account was to be shared in the following proportions—

| | | | | | | | | |
|-----------|---|---|---|---|---|---|---|----------------|
| Masefield | . | . | . | . | . | . | . | $\frac{1}{10}$ |
| Gibbs | . | . | . | . | . | . | . | $\frac{1}{10}$ |
| Kincaid | . | . | . | . | . | . | . | $\frac{1}{10}$ |

Masefield and Kincaid were not going to withdraw any more cash from the business, and Gibbs agreed that any balances on their Current Accounts at the end of the period were to be transferred to their Loan Accounts

*Group T.**Exercises Nos. 75-77.*

Special Features. Valuation of Goodwill.

Ascertainment of—

(a) Total Capitalization of a Partnership business, whether Owner's Capital, Loans, Invested Reserves, etc.

(b) Net Profits earned by Total Capitalization in carrying on regular operations of the business

Required. Working paper.

Instructions.

State the total Capitalization, exclusive of the investment in Goodwill, as shown by the Balance Sheet given.

Re-write the Profit and Loss Account, so as to show the figure that you would take as the net profit for that period. Your object is to find the profit-earning capacity of the Total Capitalization, for the purpose of valuing the Goodwill.

T 75.

A Corporation is thinking of taking over the business of Jones and Robinson, in partnership. You are instructed to examine the partnership accounts for five years in order to estimate what capital the Corporation will have to find in order to carry on this business, and to make the same profits. You are going to re-value the "Goodwill."

The partnership submit to you a number of statements which they have called "Profit and Loss Accounts" and "Balance Sheets." The earliest of these are as follows—

JONES & ROBINSON
PROFIT AND LOSS ACCOUNT

| | | | |
|---|---------|---------------------------|---------|
| To Trade Commissions . . . | \$320 | By Gross Profit | \$46000 |
| Salaries partners as | | Interest on Partners | |
| Managers \$6000 | | Drawings | 350 |
| Remainder of | | | |
| Staff | 5000 | | |
| | <hr/> | | |
| Rent and other Expenses | 11000 | | |
| Audit Fee | 5000 | | |
| Interest on Partners | 300 | | |
| Capitals | 5000 | | |
| Bad Debts Reserve | 400 | | |
| Discounts | 1600 | | |
| Transfer to General Reserve | | | |
| | 3000 | | |
| Depreciation on Furniture, etc. | 600 | | |
| Depreciation on Plant and Equipment | 6500 | | |
| Interest on Loan at 7% . . | 1750 | | |
| Interest on General Reserve | | | |
| | 1250 | | |
| Transfer to Jones, Current Account | 4815 | | |
| Transfer to Robinson, Current Account | 4815 | | |
| | <hr/> | | |
| | \$46350 | | <hr/> |
| | | | \$46350 |

T 76.

A Corporation is thinking of taking over the business of a partnership, and instructs you to examine the partnership books for the last five years, with a view to finding out what capital they will have to find in order to carry on the same business, and to make the same profits. You are going to re-value the "Goodwill." The earliest "Profit and Loss Account" and "Balance Sheet" submitted to you are as follows—

JENKINS & THOMAS

PROFIT AND LOSS ACCOUNT

| | | | |
|--|----------------|--|----------------|
| To Trade Commissions . . . | \$600 | By Gross Profits . . . | \$88000 |
| „ Salaries: Two partners as managers \$6000 | | „ Income from Invest- ments . . . | 2000 |
| „ Remainder of Staff 10000 . . . | 16000 | „ Interest on Partners Drawings . . . | 600 |
| „ Rent, etc. | 10000 | | |
| „ Interest on Partners Capital | 10000 | | |
| „ Interest on Loan at 8% . . | 4000 | | |
| „ Depreciation on Furni- ture, etc. | 2000 | | |
| „ Purchase of Investments | 2000 | | |
| „ Depreciation on Plant and Equipment . . . | 10000 | | |
| „ Discount and Interest . . | 2000 | | |
| „ Bad Debts | 900 | | |
| „ Transfer to General Re- serve | 5000 | | |
| „ Audit Fee | 600 | | |
| „ Interest on General Re- serve | 2500 | | |
| „ Transfer to Jenkins, Current 12500 Thomas, Current 12500 | | | |
| | <u>25000</u> | | |
| | <u>\$90600</u> | | <u>\$90600</u> |

BALANCE SHEET

| | | | |
|---|----------|------------------------------------|----------|
| Cash in hand and Bank | \$5000 | Notes Payable | \$30000 |
| Trade Debtors | 95000 | Reserve for Depreciation | |
| Merchandise | 50000 | (Plant and Equipment) | 10000 |
| Plant and Equipment | 254000 | Trade Creditors | 100000 |
| Furniture, etc. (Depreciated) | 11000 | Loan at 8% | 50000 |
| Goodwill | 20000 | Capital— | |
| Investments | 6000 | Jenkins | \$100000 |
| Current Account, Thomas | 500 | Thomas | 100000 |
| | | | <hr/> |
| | | Reserve for Discount | 200000 |
| | | Current Account, Jenkins | 1000 |
| | | General Reserve | 50000 |
| | | | <hr/> |
| | <hr/> | | <hr/> |
| | \$441500 | | \$441500 |

NOTE. (1) The Reserves for Bad Debts and Discounts are adequate, full depreciations have been written off, and all valuations are correct.

(2) The loan at 8 per cent was raised by Jenkins & Thomas because they were short of funds with which to finance the business.

(3) The Investments were not held to secure any business advantage for the concern.

T 77.

A Corporation are thinking of taking over the book-selling business of a partnership and instruct you to examine the partnership accounts for the last five years, with a view to finding out what capital they will have to find in order to carry on the same business and to earn the same profits. You are going to re-value the "Goodwill."

The partnership submit to you five sets of statements, which they call "Profit and Loss Account" and "Balance Sheet."

The earliest "Profit and Loss Account" and "Balance Sheet" submitted to you are as follows—

PROFIT AND LOSS ACCOUNT

| | | | |
|---|---------|---|---------|
| To Trade Commissions | \$632 | By Gross Profit | \$80293 |
| „ Bank Charges | 87 | „ Interest on Partner's A/c temporarily overdrawn | 125 |
| „ Salaries of Partners as Managers | 7000 | „ Profit on speculative deal in K. shares | 568 |
| „ Interest on Capitals | 10000 | „ Recovered from Insurance Company in consequence of fire | 4185 |
| „ Rent, etc. | 5245 | „ Dividend on K. shares paid whilst held by A and B | 1000 |
| „ Depreciation of Equipment | 600 | | |
| „ Transfer to General Reserve | 5000 | | |
| „ General Expenses | 4251 | | |
| „ Purchase of Shares in X.Y.Z. | 5324 | | |
| „ Interest on Loan | 4000 | | |
| „ Audit Fee | 600 | | |
| „ Cash Discount & Interest | 415 | | |
| „ Salaries of General Staff | 10605 | | |
| „ Insurance Premiums on lives of partners | 4500 | | |
| „ Bad Debts | 852 | | |
| „ Interest on General Reserve | 2500 | | |
| „ Transfer to A Current | 10653 | | |
| „ Transfer to B Current | 10653 | | |
| „ Total Cost of repairs and replacements necessary in consequence of fire | 3254 | | |
| | <hr/> | | <hr/> |
| | \$86171 | | \$86171 |

BALANCE SHEET

| | | | |
|---|-----------------|---|-----------------|
| Cash in hand and in Bank | \$5482 | Notes Payable | \$40385 |
| Trade Debtors | 164053 | Trade Creditors | 123168 |
| Merchandise | 154068 | Loan at 8% | 50000 |
| Equipment (Depreciated Value) | 50000 | Capitals: A | 100000 |
| Goodwill | 100000 | B | 100000 |
| | | Partners' Current A/cs.— | |
| | | A | 358 |
| | | B | 192 |
| | | General Reserve with interest accrued | 57500 |
| | | Reserve for Discounts | 2000 |
| | <u>\$473603</u> | | <u>\$473603</u> |

NOTE. (1) The Loan at 8 per cent was raised by A and B because they wanted additional funds with which to finance the business.

(2) Reserves for Bad Debts and Discounts are adequate, full depreciations have been written off, and all valuations are correct.

(3) The partners had taken out Insurance Policies on each others' lives. By agreement the premiums were payable out of the business.

(4) The X, Y, Z shares were divided equally between partners and held privately.

*Group U.**Exercises Nos. 78-83.*

Special Features. Revaluation of Assets of a Partnership.
Adjustments for Goodwill.
Admission of a new partner.

Required. General Journal
Private or General Journal.

Instructions.

- Nos. 78-82. Show by means of Journal entries the adjustments called for in the accounts of the partnership, because of the transactions outlined.
Open the accounts as shown in the General Ledger, and write in the balances given.
Post from the Journal to the Ledger.
Prepare a final Balance Sheet.
- No 83. Given with the problem.

U 78.

Allan and Brown are in partnership and share profits and losses equally. Their Balance Sheet on 30th June was as follows—

| <i>Assets</i> | | <i>Liabilities</i> | |
|------------------------------|-----------------|------------------------|-----------------|
| Merchandise . . . | \$35000 | Accounts Payable . . . | \$50000 |
| Accounts Receivable . . . | 61000 | Bank overdraft . . . | 15000 |
| Furniture and Fixtures . . . | 2500 | Allan, Capital . . . | 21000 |
| Cash . . . | 500 | Brown, Capital . . . | 16000 |
| Investments . . . | 3000 | | |
| | <u>\$102000</u> | | <u>\$102000</u> |

Connelly is to enter the firm. Preliminary thereto, Allan and Brown revise their Balance Sheet by writing off \$15000 for Bad Debts; \$500 from Furniture and Fixtures; 15 per cent from inventory; 25 per cent for Loss on Investments; and they establish a Goodwill of \$5000. Connelly pays enough to entitle him to a one-third interest in the adjusted net assets of the business, as they stand after his payment.

U 79.

On 31st December, the following Trial Balance was taken, after closing from the books of Dudley and Sealy—

| <i>Assets</i> | | <i>Liabilities</i> | |
|---------------------------|------------------|------------------------|------------------|
| Cash . . . | \$460000 | Accounts Payable . . . | \$800000 |
| Accounts Receivable . . . | 550000 | Notes Payable . . . | 490000 |
| Notes Receivable . . . | 75000 | Dudley, Capital . . . | 525000 |
| Merchandise . . . | 830000 | Sealey, Capital . . . | 450000 |
| Real Estate . . . | 350000 | | |
| | <u>\$2265000</u> | | <u>\$2265000</u> |

Profits and losses are shared equally by Dudley and Sealey.

On the date mentioned above, an agreement is made to admit Willard into the partnership; he is to invest in the business sufficient cash to give him a one-fifth interest in the adjusted net assets of the business as they stand after his payment. Inspection of the accounting records shows that of the accounts and notes receivable now carried on the books, \$30000 of Accounts Receivable and \$45000 of Notes Receivable are worthless. A physical inventory shows the value of goods on hand to be \$890000. The goodwill is valued at \$150000.

U 80.

On the 31st December, the following was the Balance Sheet of Hamilton and Braithwaite in partnership—

| | | | |
|------------------------------------|------------------|-----------------------------|------------------|
| Cash in hand and in Bank | \$126045 | Accounts Payable | \$972432 |
| Accounts Receivable | 849062 | Bills Payable | 824346 |
| Bills Receivable | 89050 | Hamilton, Capital | 840000 |
| Merchandise | 424574 | Braithwaite „ | 756000 |
| Equipment | 224047 | | |
| Buildings | 980000 | | |
| Land | 700000 | | |
| | <u>\$3392778</u> | | <u>\$3392778</u> |

Hamilton and Braithwaite share profits equally.

On the 31st December an agreement is made to admit Egerton into partnership. Egerton is to invest in the business sufficient cash to give him a one-fifth interest in the adjusted net worth of the business, as it stands after his admission. Egerton is to have one-fifth of the net profits or losses.

An inspection of the books shows that of the Accounts Receivable \$88060, and of the Bills Receivable \$12000 are worthless. A physical inventory shows that the merchandise is really worth \$448574. It is also found that the Equipment is only worth \$104047, and that the Buildings are only worth \$800000. The Goodwill of Hamilton and Braithwaite is to be valued at \$180000.

Additional Instruction. State what difference it would make to the new partnership if a Reserve for Bad Debts was written up, as distinct from Bad Debts being written off, in the event of some of the supposed Bad Debts of the old partnership proving to be of value.

U 81.

The Balance Sheet of Tunstall, Dingman, and Straton is as follows at the 31st December—

| | | | |
|---------------------------------------|----------------|----------------------------|----------------|
| Cash | \$5600 | Notes Payable | \$4000 |
| Accounts Receivable | 22646 | Accounts Payable | 8330 |
| less Reserves for Bad Debts | 3000 | Capitals— | |
| | <u>19646</u> | Tunstall | 20000 |
| Merchandise | 8342 | Dingman | 10000 |
| Equipment | 6542 | Straton | 10000 |
| Buildings | 6200 | | |
| Land | 6000 | | |
| | <u>\$52330</u> | | <u>\$52330</u> |

They share profits and losses in the following proportions—

| | | | | | | | | |
|----------|---|---|---|---|---|---|---|---------------|
| Tunstall | . | . | . | . | . | . | . | $\frac{1}{4}$ |
| Dingman | . | . | . | . | . | . | . | $\frac{1}{4}$ |
| Straton | . | . | . | . | . | . | . | $\frac{1}{4}$ |

They are going to admit Guest as a partner, and he must pay in sufficient cash to give him one-third interest in the net assets of the business after his admittance.

They agree that before he is admitted the following adjustments must be made—

| | | | | | |
|---|---|---|---|---|--------|
| Reserve for Bad Debts to be increased | . | . | . | . | \$1000 |
| Merchandise to be written down by | . | . | . | . | 2000 |
| Equipment to be written down by | . | . | . | . | 1000 |
| Goodwill to be brought into the books at a valuation of | . | . | . | . | 8000 |

U 82.

The Balance Sheet of Gordon, Lockwood, and Dickinson is as follows at the 31st December—

| | | | | | | | |
|----------------------------|-------|-------|----------------|-------------------------|---|---|----------------|
| <i>Cash</i> | . | . | \$4600 | <i>Notes Payable</i> | . | . | \$6000 |
| <i>Accounts Receivable</i> | 20600 | | | <i>Accounts Payable</i> | . | . | 13700 |
| less Reserve for Bad Debts | | | | <i>Capitals—</i> | | | |
| | 2000 | | | Gordon | . | . | 30000 |
| | | 18600 | | Lockwood | . | . | 10000 |
| <i>Merchandise</i> | . | . | 8000 | Dickinson | . | . | 10000 |
| <i>Equipment</i> | . | . | 6500 | | | | |
| <i>Buildings</i> | . | . | 17000 | | | | |
| <i>Land</i> | . | . | 15000 | | | | |
| | | | <u>\$69700</u> | | | | <u>\$69700</u> |

They share profits and losses in the following proportions—

| | | | | | | | |
|-----------|---|---|---|---|---|---|---------------|
| Gordon | . | . | . | . | . | . | $\frac{2}{5}$ |
| Lockwood | . | . | . | . | . | . | $\frac{1}{5}$ |
| Dickinson | . | . | . | . | . | . | $\frac{1}{5}$ |

They agree to admit Sproule as a partner on the condition that he pays in sufficient cash to give him one-third interest in the net assets of the business after his admittance.

They agree that, before he is admitted, the following adjustments must be made—

| | |
|---|---------|
| Merchandise to be written up by | \$2000. |
| Equipment to be written down by | \$1500. |
| Reserve for Bad Debts to be increased by | \$1000. |
| Goodwill to be brought into the books at a valuation of | \$9000. |

U 83.

Messrs. Simpson, Lamb, and Beatty are in business as general traders. The Trial Balance of their Ledger at the close of the six months ended 31st December was as follows—

| | | |
|--|------------------|------------------|
| Cash in hand and in Bank | \$26000 | |
| Capital: Simpson | | \$60000 |
| " Lamb | | 40000 |
| " Beatty | | 40000 |
| Accounts Receivable | 80000 | |
| Bills Payable | | 21800 |
| Discount and Interest | 460 | |
| Reserve for Bad Debts | | 112 |
| Buildings | 30000 | |
| Land | 40000 | |
| Reserve for Depreciation of Buildings | | 8000 |
| Office Equipment | 4000 | |
| Reserve for Depreciation of Office Equipment | | 1200 |
| Loan from Simpson at 8% | | 5000 |
| " Beatty at 8% | | 6000 |
| Current Account Simpson | 36000 | |
| " Lamb | 20000 | |
| " Beatty | 11000 | |
| Accounts Payable | | 5672 |
| Sales | | 812000 |
| Returns of Sales | 1400 | |
| Allowances on Sales | 3000 | |
| Purchases | 604000 | |
| Returns of Purchases | | 1600 |
| Allowances on Purchases | | 400 |
| Merchandise Inventory, 1st July | 42000 | |
| Salesmen's Salaries | 32000 | |
| General Office Salaries | 17800 | |
| Selling Expenses | 44000 | |
| General Office Expenses | 10124 | |
| | <u>\$1001784</u> | <u>\$1001784</u> |

The merchandise inventory at the close of the period was valued at \$36000.

The partners ask you to produce Trading and Profit and Loss Accounts, and Balance Sheet for them, as quickly as possible.

You are given the following information in addition to the above—

Interest is to be allowed on Capital at 5 per cent and will be charged to an account for "Interest on Capitals and Overdrawings."

Interest is to be charged on overdrawings at 6 per cent per annum. For four months the Current Account of Lamb was overdrawn \$2000.

A Reserve for Discounts must be raised to equal 1 per cent on the Accounts Receivable.

The Reserve for Bad Debts must be raised to equal $\frac{1}{2}$ per cent on the Accounts Receivable.

The Reserve for Depreciation of Buildings is to be increased by 6 per cent per annum on the gross book-value of the asset, and

The Reserve for Depreciation of Office Equipment by 12 per cent per annum on the gross book value of the asset.

Salaries are to be credited to the partners at the following rates per annum : Simpson \$20000, Lamb \$8000, Beatty \$12000.

Interest at 8 per cent on Simpson's and Beatty's Loan Accounts is credited to their Current Accounts.

Profits and Losses, after all the above adjustments have been made, are to be shared in the following proportions : Simpson $\frac{1}{2}$, Lamb $\frac{1}{4}$, Beatty $\frac{1}{4}$.

Simpson and Beatty are not going to withdraw any more cash from the business, and Lamb agrees that any balances on their Current Accounts at the end of the period are to be transferred to their Loan Accounts.

(a) The answer required will consist of the Trading Profit and Loss and other statements for the period to 31st December, and the Balance Sheet at 31st December, 1921.

Immediately after the preparation of the above statements, the three partners enter into a fresh agreement.

Goodwill is to be valued at \$80000 and written into the books.

Simpson's and Beatty's Loans are to be credited to their Capital Accounts.

Simpson is to bring in sufficient cash to make his capital equal \$120000. Beatty is to bring in sufficient to make his capital \$90000.

Profits and Losses are to be shared in the following proportions : Simpson $\frac{1}{3}$, Lamb $\frac{1}{3}$, Beatty $\frac{1}{3}$.

They admit Allan, who is to bring in sufficient cash that his Capital Account may equal one-third of the total of the three capitals already invested in the business.

After his admission, Profits and Losses are to be shared in the following ratio : Simpson $\frac{1}{4}$, Lamb $\frac{1}{4}$, Beatty $\frac{1}{4}$, Allan $\frac{1}{4}$.

After Allan's admission they decide to write the item Goodwill out of their books

(b) Show the Balance Sheet of the firm after this has been done, assuming that no other transactions have taken place.

Simpson, Lamb, and Beatty decided that Allan was to come in on terms which provided for his having one-fourth share of the Profits and Losses. If they had decided to write in the Goodwill and write it out again, before they changed the proportions in which they share Profits and Losses between themselves, what difference, if any, would it have made to their Capital Accounts ?

(c) Would any have had an advantage ? If so, give the amounts concerned.

NOTE. Take all the figures to the nearest dollar.

*Group V.**Exercises Nos. 84-85.*

Special Features. *Goodwill* : inequalities resulting from the writing-in of only a fraction of the value of Goodwill.

Required. General Journal.
Working Paper.

Instructions. Given with each problem

V 84.

A and B were in partnership with capitals as follows—

| | | | | | | | | |
|---|---|---|---|---|---|---|---|---------|
| A | . | . | . | . | . | . | . | \$60000 |
| B | . | . | . | . | . | . | . | 48000 |

No Goodwill had been written into their books. They shared all Profits and Losses as follows—

| | | | | | | | | |
|---|---|---|---|---|---|---|---|---------------|
| A | . | . | . | . | . | . | . | $\frac{2}{3}$ |
| B | . | . | . | . | . | . | . | $\frac{1}{3}$ |

They admitted C on the understanding that he paid in sufficient cash to give him one-third interest in the partnership assets exclusive of Goodwill. C did so. The Goodwill was valued at \$18000, and C also paid in cash for one-third of this, the \$6000 cash being credited to his capital account.

A and B set up in their books an amount for Goodwill equal to the amount paid in for it by C, viz. \$6000.

After C's admission, the three partners agreed to write out of the books the \$6000 of Goodwill.

A, B, and C shared Profits and Losses in the following ratio—

| | | | | | | | | |
|---|---|---|---|---|---|---|---|---------------|
| A | . | . | . | . | . | . | . | $\frac{1}{3}$ |
| B | . | . | . | . | . | . | . | $\frac{1}{3}$ |
| C | . | . | . | . | . | . | . | $\frac{1}{3}$ |

Will this method of treatment of the Goodwill inflict any hardships on any of the partners? If so, what are they, and what entries would you suggest to rectify them?

V 85.

The following is the Balance Sheet of Smith and Edwards at 31st December—

| <i>Assets</i> | | | | <i>Liabilities</i> | | | |
|----------------------------|---|---|-----------------|------------------------|---|---------|-----------------|
| Cash | . | . | \$7000 | Accounts Payable | . | . | \$140000 |
| Accounts Receivable | . | . | 128000 | Loan at 6% by Smith | . | . | |
| Merchandise | . | . | 47000 | secured by mortgage on | . | . | |
| Furniture and other Equip- | . | . | | land and buildings | . | . | 20000 |
| ment | . | . | 8000 | Capital— | | | |
| Lands and Buildings | . | . | 30000 | Smith | . | \$40000 | |
| | | | | Edwards | . | 20000 | |
| | | | | | | | 60000 |
| | | | <u>\$220000</u> | | | | <u>\$220000</u> |

They share all Profits and Losses, Smith $\frac{2}{3}$ Edwards $\frac{1}{3}$. They agree to take Jones into partnership on the following terms—

- (a) Merchandise is to be revalued at \$45000.
- (b) Reserves are to be made on Accounts Receivable.

| | | | | | | |
|---------------|---|---|---|---|---|-----|
| For Bad Debts | . | . | . | . | . | 5% |
| For Discounts | . | . | . | . | . | 2½% |

(c) Furniture and other Equipment are to be written down 10 per cent.

(d) Land and Buildings are to be revalued at \$36400.

(e) Jones is to bring \$24000 cash into the business, of which \$4500 is for a fourth share in the Goodwill. All of this cash is to be left in the business.

Smith and Edwards make their entries for this by crediting their Capital Accounts with $\frac{2}{3}$ and $\frac{1}{3}$ respectively of this \$4500, which amount they debit to Goodwill. On the following 1st January, Jones pays in his \$24000 in cash, which they credit to his Capital Account. The loan to Smith is paid off.

All Profits and Losses are then shared as follows: Smith $\frac{2}{3}$, Edwards $\frac{1}{3}$, Jones $\frac{1}{4}$.

They agree to interest on neither capital nor drawings, but the latter to be limited.

After six months trading, the firm find themselves with a debit balance to Profit and Loss of \$18000, and the figures of the opening Balance Sheet altered as follows—

| | | | | | |
|--------------------------------|---|---|---|---|---------|
| Accounts payable, increased by | . | . | . | . | \$11000 |
| Cash reduced | . | . | . | . | 10000 |
| Merchandise reduced | . | . | . | . | 2000 |
| Accounts Receivable increased | . | . | . | . | 1000 |
| Smith : drawings in debit | . | . | . | . | 2000 |
| Edwards " " " | . | . | . | . | 1000 |
| Jones " " " | . | . | . | . | 1000 |

They all have kept their drawings within the required limits. They decide to write off both this debit balance on Profit and Loss and \$4000 of the Goodwill against their Capitals, and to repay their drawings in cash. Smith and Edwards repay their amounts, but Jones cannot find his \$1000.

You are called in as accountant ; as such have you any adjustment to suggest for the figures in their Balance Sheet as at 1st January, just prior to Jones' admission ?

Assuming that all the partners have agreed to any adjustment you have suggested, (a) show your Journal entries for it in the books of Smith, Edwards, and Jones, and (b) prepare the Balance Sheet as at 30th June, accordingly.

*Group W.**Exercises Nos. 86-87.*

Special Features. Consolidation of two partnerships into one.

Required. General Journal.

Private or General Ledger.

Instructions.

Open a General Ledger for each of the original partnerships, writing into each the balances as given on its Balance Sheet.

Show by means of entries in the Journals of the two original partnerships the sale of each business and the closing of their books.

Post these entries to the Ledgers of the original partnerships.

Show by means of Journal entries the opening of the books of the new partnership.

Post these entries to the Ledger of the new partnership.

Show the Balance Sheet of the new firm after the consolidation and the adjustments, etc., are complete.

W 86.

Dane and Massey were in partnership together, sharing all Profits and Losses in the following ratio : Dane $\frac{3}{4}$, Massey $\frac{1}{4}$.

Their Balance Sheet as at 31st August was as follows—

| | | | |
|-------------------------------|----------------|----------------------------|----------------|
| Cash | \$2500 | Accounts Payable | \$10000 |
| Accounts Receivable | 23000 | Loan at 10% | 7000 |
| Merchandise | 8000 | Capital— | |
| Equipment | 4000 | Dane | 20000 |
| Buildings | 5000 | Massey | 10000 |
| Land | 4500 | | |
| | <u>\$47000</u> | | <u>\$47000</u> |

Preston and Constable were also in partnership, sharing all Profits and Losses in the following ratio : Preston $\frac{4}{5}$, Constable $\frac{1}{5}$.

Their Balance Sheet as at 31st August was as follows—

| | | | |
|-------------------------------|----------------|----------------------------|----------------|
| Cash | \$1000 | Accounts Payable | \$13000 |
| Accounts Receivable | 16000 | Capital— | |
| Merchandise | 6000 | Preston | 16000 |
| Equipment | 2000 | Constable | 4000 |
| Buildings | 4000 | | |
| Land | 4000 | | |
| | <u>\$33000</u> | | <u>\$33000</u> |

They agree to consolidate their business on the 1st September.

All creditors, etc., agree to liabilities being transferred to the new firm.

(a) They agree to value the Goodwill of their concerns as follows, respectively—

| | |
|---------------------------------|--------|
| Dane and Massey | \$6000 |
| Preston and Constable | 10000 |

(b) The following provisions and adjustments are to be made in the Balance Sheet of Dane and Massey—

| | |
|--|--------|
| Reserve for Bad Debts to be raised | \$1000 |
| Reserve for Discounts to be raised | 400 |
| Merchandise to be written down by | 2000 |
| Equipment to be written down by | 1000 |
| Buildings to be raised by | 500 |
| Land to be raised by | 1500 |

(c) Constable is to pay in cash until his Capital Account equals half of Preston's.

(d) Dane is to pay in cash until his Capital Account equals Preston's.

(e) Massey is to pay in cash until his Capital Account equals Constable's adjusted capital.

(f) The Loan at 10 per cent is to be paid off at once.

W 87.

Two partnership concerns, A, B & Co. and C, D & Co., are going to consolidate.

The Balance Sheet of A, B & Co. is as follows—

| | | | |
|----------------------------------|---------------|-----------------------------------|---------------|
| Cash | \$2500 | Notes Payable | \$5000 |
| Notes Receivable | 1000 | Accounts Payable | 8000 |
| Accounts Receivable | 22000 | Mortgage on Real Estate | 4000 |
| Merchandise | 10000 | <i>Capitals—</i> | |
| Furniture and Fittings | 2500 | A | \$18000 |
| Delivery Equipment | 1500 | B | 14000 |
| Buildings | 5500 | | <hr/> 32000 |
| Land | 4000 | | |
| | <hr/> \$49000 | | <hr/> \$49000 |

They share Profits and Losses in the ratio of A $\frac{3}{8}$, B $\frac{5}{8}$.

The Balance Sheet of C, D & Co. is as follows—

| | | | |
|----------------------------------|---------------|----------------------------|---------------|
| Cash | \$5000 | Notes Payable | \$5000 |
| Accounts Receivable | \$16000 | Accounts Payable | 7750 |
| Less Reserve | 1000 | <i>Capital—</i> | |
| | <hr/> 15000 | C | \$10000 |
| Merchandise | 8000 | D | 8000 |
| Furniture and Fittings | 2000 | | <hr/> 18000 |
| Delivery Equipment | 750 | | |
| | <hr/> \$30750 | | <hr/> \$30750 |

They share Profits and Losses in the ratio C $\frac{2}{3}$, D $\frac{1}{3}$.

They agree that the Goodwill of A, B & Co. is to be valued at \$10000, whilst that of C, D & Co. is to be valued at \$6000.

All creditors, etc., have agreed to the liabilities being transferred to the new firm.

The assets of C, D & Co. are to be taken over at their book valuation.

The assets of A, B & Co. are to be valued as follows—

| | | | | | |
|---------------------------------------|---|---|---|---|--------|
| Merchandise is to be valued at | . | . | . | . | \$9000 |
| Delivery Equipment is to be valued at | . | . | . | . | 1000 |
| Buildings are to be valued at | . | . | . | . | 5000 |

A Reserve for Bad Debts of \$2000 is to be raised in the books of A, B & Co.

After consolidation, A and B are each to have a three-tenth's interest in the new firm's Capital and Profits and Losses. C and D are each to have a two-tenth's interest in the new firm's Capital and Profits and Losses.

It is agreed that C's capital is to be taken as the basis for the capitalization of the new firm.

If need be, A, B and D must make a cash contribution or a cash withdrawal to bring this about.

*Group X.**Exercises Nos. 88-93.**Special Features.**Partnership : Sundries*

No. 88. Rights of Partners *inter se* : capital under-contributed.

No. 89. Rights of Partners *inter se* : Admission of a new partner ; defalcations of a partner.

No. 90. Sale of a Partnership Business to a Company. .

No. 91. Dissolution of a Partnership.

Payment of Liabilities.

No. 92. Dissolution of a Partnership.

Distribution of proceeds on a gradual realization of the assets.

No. 93. Joint Venture.

Required. Indicated with each problem.

Instructions. Given with each problem.

X 88.

A, B and C go into partnership. They agree that each is to contribute \$12000 of capital. They agree that if one or more under-contribute capital, he or they are to be charged interest at 6 per cent per annum on the sums short. They also agree that if one or more of the partners over-contribute in order to make up the deficiency, he or they are to receive 6 per cent per annum on the extra sums. B can only contribute \$10000, and C only \$8000.

A pays his \$12000 and an extra \$4000 towards the shortage.

At the close of the first six months, what Journal entries for interest charges are necessitated because of the above?

X 89.

The Trial Balance of the partnership of T. Smith and W. Robinson, wholesale merchants, at 31st December, is as follows—

| | | |
|--|----------------|----------------|
| Cash in hand | \$50 | |
| Cash in Bank of Montreal | 5000 | |
| Office Equipment | 2000 | |
| Suspense account for accrued taxes | | \$50 |
| Reserve for Discounts | | 30 |
| Reserve for Bad Debts | | 30 |
| Trade Creditors: J. Armstrong | | 7300 |
| " " P. Brown | | 600 |
| " " M. Campbell | | 3500 |
| Bill Payable: due on 25th January (P. Brown) | | 1000 |
| Merchandise Inventory: Furniture | 8000 | |
| " " Carpets | 6000 | |
| " " Hardware | 5000 | |
| " " China | 4000 | |
| Trade Debtors: J. Jones | 600 | |
| " " W. Thomas | 500 | |
| " " T. Simpson | 400 | |
| Land | 4000 | |
| Buildings | 8000 | |
| Bill Receivable: J. Wilson, due 26th Jan. | 600 | |
| Suspense Account for accrued wages | | 50 |
| Capital: T. Smith | | 20000 |
| " W. Robinson | | 10000 |
| Current Account: T. Smith | | 1090 |
| " " W. Robinson | | 500 |
| | <u>\$44150</u> | <u>\$44150</u> |

They agree to admit S. Dawson into partnership, following being some provisions of the agreement—

(a) Goodwill is to be valued at \$6000, and is to be credited to

| | | | |
|----------|---|---------------------|--------|
| Jan. 17. | Sold to W. Thomas on credit— | Carpets | \$4000 |
| | | Furniture | 5000 |
| | M. Campbell sent goods to replace those returned— | Furniture | 200 |
| | | China | 200 |
| 18. | J. Jones returned goods sent in error— | Hardware | 500 |
| | | China | 200 |
| 19. | W. Thomas paid his account in full, being allowed discount at 2%— | cheque | 8820 |
| 20. | Drew cash from Bank and paid wages | | 300 |
| | S. Dawson drew cheque for private purposes | | 200 |
| 22. | Sent J. Jones goods to replace those sent in error— | Hardware | 500 |
| | | China | 200 |
| 23. | Sold T. Simpson on credit— | Furniture | 200 |
| | | China | 100 |
| 24. | Paid P. Brown's account, being allowed 2% discount | | 1372 |
| 25. | Met Bill Payable by cheque | | 1000 |
| | Paid office expenses out of cash | | 10 |
| 26. | J. Wilson meets his bill with cheque for | | 600 |
| 27. | Drew cash from Bank and paid wages | | 300 |
| 29. | Learned that T. Simpson has gone bankrupt and is expected to pay nothing. | | |
| 30. | Sold on credit to J. Jones— | Hardware | 800 |
| | | China | 200 |
| | Discovered this day that S. Dawson discounted J. Jones' bill at 2½% with Bank of Montreal on 19th instant, that he collected J. Jones' account in full, allowing him 2% discount on 25th, and on 29th drew cash from Bank | | 2000 |
| | S. Dawson has completely disappeared with this cash, and is found to have left no assets of value. | | |
| 31. | Paid salaries for month to bookkeeper, cashier, and wages to date | | 600 |
| | Smith and Robinson draw cheques for private purposes— | | |
| | Smith | | 400 |
| | Robinson | | 300 |
| 31. | Sold on credit to W. Thomas— | Carpets | 1000 |

Write all the above into the following books—

General Journal.

Cash Book (see Cash Book ruling No. 4).

Petty Cash Book.

Purchases and Sales Journals (columnar).

Returns Inwards Journal (columnar).

Returns Outwards Journal (columnar).

Bills Receivable Book (to be used as a Journal).

Bills Payable Book (to be used as a Journal).

Trade Debtors Ledger.

Trade Creditors Ledger.

Private Ledger.

Open Control Accounts for Debtors and Creditors in the Private Ledger.

It was decided to prepare accounts for the month, making all adjustments as per agreement, and also the following—

Write off Depreciation on Buildings at 6 per cent per annum.

Write off Depreciation on Office Equipment at 3 per cent per annum.

Raise Reserve for Bad Debts to $2\frac{1}{2}$ per cent, and for Discounts to 2 per cent on Trade Debtors.

Inventories of merchandise at 31st January were found to be as follows—

| | | | | | | | |
|-----------|---|---|---|---|---|---|--------|
| Furniture | . | . | . | . | . | . | \$7000 |
| Carpets | . | . | . | . | . | . | 5600 |
| Hardware | . | . | . | . | . | . | 3800 |
| China | . | . | . | . | . | . | 5000 |

Smith and Robinson decided to write off the amount due from Dawson in the proportion of Smith $\frac{2}{3}$, Robinson $\frac{1}{3}$.

Prepare Trading and other Statements and final Balance Sheet for the period.

X go.

Smith and Robinson continue trading, and their transactions for February are as follows—

- Feb. 1. They transferred the whole of any credits on their current accounts to the credit of their capital accounts.
2. Decided to keep petty cash on imprest system and bring petty cashier's balance up to \$50
3. Sold on credit to J. Jones—Furniture 2000
China 2000
Carpets 1000
4. Drew cash from Bank and paid wages 300
5. Sold on credit to W. Thomas—Furniture 1000
Carpets 2000
6. J. Jones paid his account by cheque 5990
being allowed discount 10
- Sold on credit to J. Woods, Hardware 1000
7. Sent hardware on consignment to J. Wilson, Edmonton, Cost 2000
8. Paid freight on consignment to J. Wilson (Edmonton) 185
9. W. Thomas paid his account in full, being allowed 2% discount.
10. Drew cash from Bank and paid wages 300
Paid M. Campbell account in full.
Purchased from M. Campbell—Furniture 2500
China 2000
12. Gave M. Campbell Bill Payable (30 days) in settlement of his account.
30. Sold on credit to J. Jones—Furniture 3000
Carpets 2500
Hardware 1600
China 2000
- J. Jones gave Bill Receivable (30 days) for his account.

| | | |
|----------|--|--------|
| Feb. 14. | Purchased from J. Armstrong—Hardware | \$2000 |
| | China | 2500 |
| 15. | Discounted J. Jones' Bill Receivable with Bank of Montreal ; net proceeds | 9055 |
| 16. | Purchased from J. Armstrong—Furniture | 2000 |
| | Carpets | 1000 |
| 17. | Recouped Petty Cashier for Office Expenses paid by him | 24 |
| | Drew cash from Bank and paid wages | 300 |
| 19. | Received a dividend from the estate of T. Simpson | 15 |
| 20. | Purchased from M. Campbell—Carpets | 3000 |
| | Hardware | 4000 |
| 21. | Sold on credit to W. Thomas—Carpets | 1500 |
| | Hardware | 2000 |
| | Furniture | 1000 |
| 22. | Purchased from P. Brown—China | 500 |
| | Carpets | 500 |
| 23. | J. Woods paid his account in full. Sold on credit to J. Woods—Hardware | 1500 |
| 24. | J. Wilson, Edmonton, sent Account Sales for consignment of Hardware, showing gross proceeds | 3800 |
| | and his expenses and commission | 275 |
| | He forwards Bank Draft for the net proceeds. Drew cash from Bank and paid wages | 300 |
| 26. | Sold J. Jones on credit—Furniture | 2000 |
| | Carpets | 4000 |
| | Hardware | 1200 |
| | China | 1000 |
| 27. | Sold on credit to J. Woods, Hardware | 2000 |
| 28. | Recouped petty cashier for office expenses paid by him | 10 |
| | Paid salaries and wages for month to bookkeeper, cashier, etc. | 600 |
| | Smith and Robinson drew cheques for private purposes— Smith | 500 |
| | Robinson | 350 |

As before, cash and cheques as received were banked daily, and all payments other than those by petty cash were made by cheque.

During February they arranged to sell their concern to the S.R. Corporation, the latter Corporation taking over everything, including liabilities, as from 1st March inclusive.

Before doing so, Smith and Robinson close off their books at 28th February, and the following adjustments are made—

Depreciation on Buildings written off at 6 per cent per annum on figures as at last Balance Sheet.

Depreciation written off on Office Equipment at 3 per cent per annum on figures as at last Balance Sheet.

Partners credited with 6 per cent per annum on Capitals as at 1st February, 1921.

Partners credited with salaries : Smith \$500, Robinson \$400.

Reserve for Bad Debts raised to $2\frac{1}{2}$ per cent, and for Discounts to 2 per cent on Trade Debtors.

The inventories as at 28th February were as follows—

| | | | | | | |
|-----------|---|---|---|---|---|--------|
| Furniture | . | . | . | . | . | \$5500 |
| Carpets | . | . | . | . | . | 1100 |
| Hardware | . | . | . | . | . | 4000 |
| China | . | . | . | . | . | 6000 |

Wages had accrued due, but had not been paid, amounting to \$150. They share Profits and Losses in the old ratio: Smith $\frac{3}{8}$, Robinson $\frac{5}{8}$.

Goodwill was revalued at \$4000.

The S.R. Corporation pay over the purchase price as follows on 1st March—

| | | | | | |
|----------------------|---|---|---|---|--------|
| S.R. Ordinary Stock | . | . | . | . | \$5000 |
| S.R. Preferred Stock | . | . | . | . | 5000 |
| S.R. 6% Bonds | . | . | . | . | 5000 |

and the balance in cash.

Of this it is agreed that Smith shall take—

| | | | | | |
|-------------------------|---|---|---|---|--------|
| S.R. Ordinary Stock | . | . | . | . | \$2500 |
| S.R. 8% Preferred Stock | . | . | . | . | 2000 |
| S.R. 6% Bonds | . | . | . | . | 3500 |

and the balance in cash.

Robinson takes the remainder.

Make the necessary entries and close off the partnership books.

X 91.

The following is the Trial Balance of A, B and C, in partnership, as at 31st December.

| | | | | | | | |
|--|---|---|---|---|---|---------|---------|
| Cash in hand and in Bank | . | . | . | . | . | \$546 | |
| Accounts Receivable | . | . | . | . | . | 22527 | |
| Bills Receivable | . | . | . | . | . | 4642 | |
| Office Equipment | . | . | . | . | . | 945 | |
| Land | . | . | . | . | . | 9000 | |
| Buildings | . | . | . | . | . | 8000 | |
| Merchandise | . | . | . | . | . | 6042 | |
| Plant and Machinery | . | . | . | . | . | 5068 | |
| Accounts Payable | . | . | . | . | . | | \$6135 |
| Bills Payable | . | . | . | . | . | | 18145 |
| Goodwill | . | . | . | . | . | 20000 | |
| Loan from Bank with interest accrued to date | . | . | . | . | . | | 6180 |
| Profit and Loss | . | . | . | . | . | 3180 | |
| Loan from A at 8% per annum | . | . | . | . | . | | 8000 |
| Loan from X at 8% per annum (unpaid purchase money for goodwill) | . | . | . | . | . | | 8000 |
| Capital A | . | . | . | . | . | | 20000 |
| B | . | . | . | . | . | | 10000 |
| C | . | . | . | . | . | | 8000 |
| Carried forward | . | . | . | . | . | \$79950 | \$84460 |

| | | |
|-----------------------------|----------------|----------------|
| Brought forward | \$79950 | \$84460 |
| Current Account A | 2300 | |
| " " B | 1200 | |
| " " C | 1010 | |
| | <u>\$84460</u> | <u>\$84460</u> |

They share Profits and Losses, A $\frac{1}{3}$, B $\frac{1}{3}$, C $\frac{1}{3}$.

The last entry made for interest due to A and X on their loans was at 30th June.

The Bank Loan is secured by privately owned securities deposited by (A) \$8000, (B) \$4000, (C) \$3000.

They decide to dissolve the partnership and make the following Profits and Losses when collecting debts, selling assets, etc.—

| | | |
|-----------------------|-------------------------------|--------|
| Accounts Receivable : | bad debts amount to | \$7460 |
| Office Equipment : | loss on sale | 635 |
| Land : | profit on sale | 1544 |
| Buildings : | loss on sale | 5624 |
| Merchandise : | loss on sale | 3109 |
| Plant and machinery : | loss on sale | 4100 |
| Goodwill : | total loss of | 20000 |

(a) State the order in which you would settle the various liabilities of the firm, giving the figures to make clear exactly what you mean.

Show the partners' Current and Capital Accounts, together with any special account that you think ought to be opened in consequence of the dissolution.

(b) Prepare a Balance Sheet showing the position of the firm, after you have turned all assets into cash, paid off all liabilities, but made no adjustments to Capital and Current Accounts.

(c) Show by means of journal entries what further adjustments must be made as between the partners.

X 92.

A, B, and C were in partnership, and they shared Profits and Losses in the ratio 5 : 3 : 2

Their Balance Sheet at 30th June, in summarized form, was as follows—

| | | | |
|---------------------------|----------------|------------------------------|----------------|
| Cash | \$5000 | Sundry Liabilities | \$5000 |
| Other Assets | 25000 | Capital— | |
| Profit and Loss | 5000 | A | \$10000 |
| | | B | 10000 |
| | | C | 10000 |
| | | | <u>30000</u> |
| | <u>\$35000</u> | | <u>\$35000</u> |

They decided to dissolve partnership. Their "Other Assets" were of such a nature that they would take time to realize, and at any time the unrealized balance of these assets might have become a total loss. A was a doubtful character, of doubtful solvency.

If you had been in charge of the dissolution, and had had the following sums available on dates given for distribution among the partners, after deducting your own expenses, etc.—

| | |
|--------------------------|--------|
| 31st August | \$5000 |
| 15th September | 2500 |
| 31st October | 2500 |
| 15th December | 5000 |

show the proportions in which you would have divided these monies between the various partners on the dates they were available, and the Balance Sheet, as at 15th December, after the distribution of the \$5000 of that date.

X 93.

On 1st January, A and B agreed to be partners in a joint venture for the purpose of buying and selling portions of a cargo of dried fruit, salvage from the s.s. "Ebro." A was to manage the affair and supply cash \$1400. B was to supply cash \$1700, and Profits and Losses are to be divided between A and B in the ratio of $\frac{2}{3}$ and $\frac{1}{3}$. A special Bank Account was to be opened in their joint names.

After the above, the following transactions took place—

| | | |
|----------|---|--------|
| Jan. 8. | Purchased part of cargo from F. Daponta & Co. | \$1330 |
| | Accepted F. Daponta's Note due one month for | 1330 |
| 11. | Paid by cheque freight and various expenses for transportation of fruit to Montreal | 285 |
| Feb. 11. | Met Daponta's Note. | |
| 20. | Sold part of cargo to T. Stephens & Sons | 360 |
| 21. | T. Stephens settled his account by cheque, being allowed discount | 7 |
| 26. | Purchased from F. Daponta & Co. another section of the cargo | 1600 |
| 28. | Paid Daponta's account by cheque, being allowed discount. | 32 |
| Mar. 2. | Paid freight and expenses for transportation of dried fruits to Montreal | 250 |
| 17. | Sold M. White & Co. portion of dried fruit | 600 |
| | M. White accepted note due one month | 600 |

- April 20. Sold portion of dried fruit for cash \$2800
M. White & Co. met their note.
30. B took over the balance of the dried fruit as it lay in A's
warehouse for \$640 less 10%.
The venture terminated.
The Bank had credited their joint account with \$18 interest.

Show the above transactions, and close off the venture in A's books by means of Journal entries.

Write up the accounts concerned in A's Ledger.

*Group Y.**Exercises Nos. 94-106*

Special Features. Manufacturing Accounts and Statements : 94-102.

Manufacturing Accounts, etc., and Loss due to unexpected, heavy, and permanent drop in Inventory values : 103.

Manufacturing Accounts, etc., and Factory Closing-down Expenses : 104-106.

Required. General Ledger.
Ledger.

Instructions.

Open Ledger Accounts for all items in the Trial Balance, and write in the balances given.

Make the necessary adjustments and transfers through the General Journal, in order to write up Work-in-process, Trading, and other Accounts, including Partners' Current Accounts.

Prepare Manufacturing and other statements for the period, and Balance Sheet at its close.

NOTE. Bring all amounts to the nearest dollar where necessary.

Y 94.

Messrs. A. Mann and H. Jones carry on business in partnership as manufacturers. The following is a trial balance, taken from their books as at 31st December, after six months' manufacturing and trading—

| | | |
|---|-----------------|-----------------|
| Inventory of Raw Materials at 1st July | \$15000 | |
| " " Work in Process " " | 3000 | |
| " " Finished Goods " " | 10300 | |
| Plant and Machinery | 12500 | |
| Reserve for Depreciation on Machinery, etc. | | \$3000 |
| Factory Buildings | 15000 | |
| Reserve for Depreciation on Factory Buildings | | 2000 |
| Land | 5700 | |
| Purchases of Raw Material | 105000 | |
| Returns Outwards of Raw Material | | 4000 |
| Cost of Direct Labour in Factory | 20000 | |
| Cost of Indirect Labour in Factory | 4000 | |
| Factory Power | 2500 | |
| General Factory Expenses | 10000 | |
| Sales of Finished Goods | | 190000 |
| Returns Inwards of Finished Goods | 200 | |
| Allowances to Customers off Finished Goods | 100 | |
| Selling and Travelling Expenses | 9100 | |
| Expenses of Office and General Administration | 12250 | |
| Cash in Bank | 25100 | |
| Accounts Receivable | 12050 | |
| Accounts Payable | | 10000 |
| W. Mann : Capital | | 40000 |
| " Current | 3300 | |
| H. Jones : Capital | | 20000 |
| " Current | 2100 | |
| | <u>\$269000</u> | <u>\$269000</u> |

The inventories, taken at 31st December, were valued as follows—

| | |
|---------------------------|---------|
| Raw Materials | \$13000 |
| Work in Process | 3500 |
| Finished Goods | 10000 |

Reserve for Depreciation on Machinery, etc., is to be raised at rate of 10 per cent per annum on debit to asset account, and for Depreciation on Buildings at rate of 5 per cent per annum.

The partners have agreed to interest on their Capitals at the rate of 6 per cent per annum.

Net Profits were to be divided between them equally.

Y 95.

Messrs. T. & J. Harrison carry on a business in partnership as manufacturers. The following was a Trial Balance taken from their books as at 31st December, after six months' manufacturing and trading—

| | | |
|--|-----------------|-----------------|
| Inventory of Raw Materials at 1st July | \$30000 | |
| Inventory of Work in Process of manufacture at 1st July | 6000 | |
| Inventory of Finished Goods at 1st July | 20600 | |
| Plant and Machinery | 25000 | |
| Reserve for Depreciation on Machinery, etc. | | \$6000 |
| Factory Buildings | 30000 | |
| Reserve for Depreciation on Factory Buildings | | 4000 |
| Land | 15000 | |
| Purchases of Raw Material | 210000 | |
| Returns Outwards of Raw Materials | | 8000 |
| Cost of Direct Labour in Factory | 40000 | |
| Cost of Indirect Labour in Factory | 8000 | |
| Factory Power | 5000 | |
| General Factory Expenses | 20000 | |
| Sales of Finished Goods | | 380000 |
| Returns Inwards of Finished Goods | 400 | |
| Allowance to Customers off charges for Finished Goods sold | 200 | |
| Selling and Travelling Expenses | 18200 | |
| Expenses of Office and General Administration | 24500 | |
| Cash in Bank | 50200 | |
| Accounts Receivable | 24100 | |
| Accounts Payable | | 20000 |
| T. Harrison : Capital | | 80000 |
| Current Account | 6600 | |
| J. Harrison : Capital | | 40000 |
| Current Account | 4200 | |
| | <u>\$538000</u> | <u>\$538000</u> |

The Inventories, taken at 31st December, were valued as follows—

| | |
|---------------------------|---------|
| Raw Materials | \$26000 |
| Work in Process | 7000 |
| Finished Goods | 20000 |

Reserve for Depreciation on Machinery etc., was to be increased at the rate of 10 per cent per annum on the debit to account Machinery, and the Reserve for Depreciation on Buildings at the rate of 5 per cent per annum on the debit to account Buildings.

The partners agreed to interest on their Capitals at the rate of 6 per cent per annum.

Net Profits were to be divided between them in the following ratio—

| | |
|-----------------------|-----------------|
| T. Harrison | . Three-fifths. |
| J. Harrison | . Two-fifths. |

Y 96.

The following was the Trial Balance for the six months period ended 31st December, of C. Benson and W. Hodges, who were carrying on business in partnership as manufacturers and traders—

| | | |
|--|-----------------|-----------------|
| Equipment and Machinery | \$70000 | |
| Reserve for Depreciation on Equipment and Machinery | | \$7350 |
| Factory Buildings | 40000 | |
| Reserve for Depreciation on Factory Buildings | | 4800 |
| Cash in hand | 85 | |
| Cash in Bank | 4654 | |
| Land | 27000 | |
| Trade Debtors | 175064 | |
| Wages : Direct Labour | 69059 | |
| „ Indirect Labour | 25010 | |
| Purchases of Raw Materials | 251046 | |
| Returns Outwards of Purchases of Raw Materials | | 2465 |
| General Factory Expenses | 20028 | |
| Trade Creditors | | 69825 |
| Bills Payable | | 48500 |
| Factory Power | 6345 | |
| Inventory : Raw Materials as at 1st July | 47046 | |
| Inventory : Work in Process as at 1st July | 11154 | |
| Inventory : Finished Goods as at 1st July | 27652 | |
| Salary—Factory Manager | 5500 | |
| Returns Inwards of Sales | 5065 | |
| Sales (all Credit) | | 442750 |
| General Repairs (Factory Buildings) | 1923 | |
| Fire Insurance for Factory (six months to 31st Dec.) | 428 | |
| Discounts and Interest | 5460 | |
| Reserve for Bad Debts | | 520 |
| Expenses of Selling Department | 5204 | |
| Salesmen's Salaries | 7204 | |
| General Administrative Office Expenses | 7654 | |
| Salaries for General Office | 12089 | |
| Travellers' Expenses | 2046 | |
| Travellers' Salaries | 5064 | |
| C. Benson : Capital | | 140000 |
| W. Hodges : Capital | | 120000 |
| C. Benson : Current Account | 2450 | |
| W. Hodges : Current Account | 1980 | |
| | <u>\$836210</u> | <u>\$836210</u> |

The inventories at 31st December were valued as follows—

| | |
|---------------------------|---------|
| Raw Materials | \$38045 |
| Work in Process | 12636 |
| Finished Goods | 28660 |

Depreciation Reserves were to be increased for the six months by the following percentages, based on the debits to the accounts for—

| | |
|-----------------------------------|----------------|
| Equipment and Machinery | 10% per annum. |
| Factory Buildings | 5% " " |

Bad Debts Reserve was to be increased until it equalled 1 per cent on the Trade Debtors as at 31st December.

A Reserve for Discounts was to be raised equal to 2 per cent on the trade debtors as at 31st December.

Under the partnership Agreement, the following two items were to be charged to Profit or Loss before finding the balance for division between the partners—

(1) Salary : C. Benson, \$5500 per annum, for General Administration.

(2) Salary : W. Hodges, \$4500 per annum, of which \$500 was for General Administration and \$4000 for managing Sales Department.

Interest on Capital at 8 per cent per annum was to be paid out of net profits earned. If the profits did not equal this interest, then the profits were to be distributed proportionately to the amounts of interest due.

No question of Interest on Overdrawings had arisen.

The balance of net Profits or Losses was divisible equally between the two partners.

Y 97.

The following was the Trial Balance for the six months period ended 31st December, of M. Cook and D. Wilson, who were carrying on business in partnership as manufacturers and traders—

| | | |
|---|----------|---------|
| Cash in hand | \$107 | |
| Cash in Bank | 27804 | |
| Trade Debtors | 140062 | |
| Inventory : Raw Materials as at 1st July | 46032 | |
| Inventory : Work in Process as at 1st July | 10064 | |
| Inventory : Finished Goods, as at 1st July | 25043 | |
| Reserve for Depreciation on Machinery, etc. | | \$11300 |
| Plant and Machinery | 64000 | |
| Factory Buildings | 45000 | |
| Reserve for Depreciation on Factory Buildings | | 8500 |
| Carried forward. | \$358112 | \$19800 |

| | | |
|--|-----------------|-----------------|
| Brought forward | \$358112 | \$19800 |
| Land | 26000 | |
| Trade Creditors | | 67840 |
| Bills Payable | | 46000 |
| Purchases of Raw Materials | 236000 | |
| Returns Outwards of Purchases of Raw Materials | | 2000 |
| Returns Inwards of Sales | 4060 | |
| Wages : Direct Labour | 67065 | |
| " Indirect Labour | 23069 | |
| General Factory Expenses | 18042 | |
| Factory Power | 4254 | |
| Salary—Factory Manager | 6500 | |
| Fire Insurance for Factory (six months to close of period) | 300 | |
| General Repairs : Factory Buildings | 800 | |
| Sales (all Credit) | | 396443 |
| Expenses of Selling Department | 5406 | |
| Salesmen's Salaries | 6265 | |
| General Administrative Office Expenses | 8046 | |
| Travellers' Expenses and Salaries | 4064 | |
| Salaries for General Office | 10054 | |
| Discounts | 1046 | |
| M. Cook : Capital | | 150000 |
| D. Wilson : Capital | | 100000 |
| M. Cook : Current Account | 2000 | |
| D. Wilson : Current Account | 1500 | |
| Bad Debts Reserve | | 500 |
| | <u>\$782583</u> | <u>\$782583</u> |

The inventories at 31st December, were valued as follows—

| | |
|-----------------|---------|
| Raw Materials | \$41065 |
| Work in Process | 11065 |
| Finished Goods | 32064 |

Depreciation Reserves were to be increased for the six months by the following percentages, based on the debits to the accounts for—

| | |
|-------------------|----------------|
| Machinery, etc. | 10% per annum. |
| Factory Buildings | 5% " " |

Bad Debts Reserve was to be increased by an amount equal to 2 per cent on the net Credit Sales.

A Discount Reserve, equal to 1 per cent on the net Credit Sales, was to be raised.

Under the Partnership Agreement, the following three items were to be charged before finding the balance for division between the partners—

(1) Salary : M. Cook, \$6000 per annum, for General Administration.

(2) Salary : D. Wilson, \$5000 per annum, of which \$1000 was

for work on General Administration, and \$4000 for managing Selling Department.

(3) Interest on Capital 8 per cent per annum.

No question of Interest on Overdrawings had arisen.

Profits and Losses were divisible equally between the two partners.

Y 98.

The following was the Trial Balance for the six months period ended 31st December, of J. Hepburn and W. Briggs, who were carrying on business in partnership as manufacturers and traders—

| | | |
|--|-----------------|-----------------|
| Cash in hand | \$125 | |
| Cash in Bank of Montreal | 28941 | |
| Trade Debtors | 190625 | |
| Inventory : Raw Materials as at 1st July | 47055 | |
| Inventory : Work in Process as at 1st July | 12146 | |
| Inventory : Finished Goods as at 1st July | 26654 | |
| Reserve for Depreciation on Machinery | | \$12500 |
| Machinery, etc. | 65000 | |
| Factory Buildings | 40000 | |
| Reserve for Depreciation on Factory Buildings | | 8800 |
| Land | 28000 | |
| Trade Creditors | | 65625 |
| Bills Payable | | 45049 |
| Purchases of Raw Materials | 226059 | |
| Returns Outwards of Purchases of Raw Materials | | 3167 |
| Returns Inwards of Sales | 4825 | |
| Factory Wages : Direct Labour | 65054 | |
| Indirect Labour | 22054 | |
| General Factory Expenses | 17058 | |
| Factory Power | 4564 | |
| Factory Manager's Salary | 6500 | |
| Fire Insurance for Factory (six months to 31st Dec.) | 350 | |
| Various Charges paid in Advance | 187 | |
| General Repairs : Factory Buildings | 875 | |
| Sales (all Credit) | | 447534 |
| Expenses of Selling Department | 5924 | |
| Salesmen's Salaries, etc. | 6106 | |
| General Administrative Office Expenses | 7564 | |
| Travellers' Salaries, Expenses, etc. | 4124 | |
| General Administrative Office Salaries | 9028 | |
| Discounts | 1624 | |
| Reserve for Discounts | | 2000 |
| J. Hepburn : Capital | | 160000 |
| W. Briggs : Capital | | 90000 |
| J. Hepburn : Current | 4000 | |
| W. Briggs : Current | 3000 | |
| Bad Debts made during period | 1200 | |
| Bad Debts Reserve | | 1504 |
| Bills Receivable | 7537 | |
| | <u>\$836179</u> | <u>\$836179</u> |

The inventories at 31st December were valued as follows—

| | |
|---------------------------|---------|
| Raw Materials | \$42014 |
| Work in Process | 12167 |
| Finished Goods | 33465 |

Depreciation Reserves were to be increased for the six months by the following percentages based on the debits to their accounts—

| | |
|-----------------------------|----------------|
| Machinery, etc. | 10% per annum. |
| Factory Buildings | 5% " " |

Bad Debts Reserve is to be increased by an amount equal to $\frac{1}{2}$ per cent on the net Credit Sales.

Reserve for Discounts is to be brought into the Balance Sheet at a figure which equals 1 per cent on the trade debtors.

Under the Partnership Agreement, the following three items were to be charged before finding the balance for division between the partners—

(1) Salary: J. Hepburn, \$6000 per annum. Charge $\frac{2}{3}$ to Factory, $\frac{1}{3}$ to General Administration.

(2) Salary: W. Briggs, \$5000 per annum. Charge $\frac{2}{3}$ to the Selling Department and $\frac{1}{3}$ to General Administration.

(3) Interest on Capital, 10 per cent per annum.

No question of Interest on Overdrawings had arisen.

The Balance of Profit and Loss Appropriation was divisible between the partners in the following proportions—

| | |
|----------------------|-------------|
| J. Hepburn | Two-thirds. |
| W. Briggs | One-third. |

Y 99.

John and William Jones were in partnership as manufacturers. A Trial Balance taken from their books for the six months ended 31st December is as follows—

| | |
|-----------------------------------|-----------------|
| Cash in Office | \$20 |
| Cash in Bank | 4230 |
| Accounts Receivable | 17000 |
| Bills Receivable | 3800 |
| Inventories at 1st July— | |
| Raw Materials | 70000 |
| Work in Process | 5000 |
| Finished Goods | 20000 |
| Machinery and Equipment | 40000 |
| Factory Buildings | 32000 |
| Carried forward | <u>\$192050</u> |

| | | |
|---|-----------------|-----------------|
| Brought forward | \$192050 | |
| Goodwill | 50000 | |
| Purchases—Raw Material (including inward freight) | 205000 | |
| Factory Wages—Direct | 15000 | |
| " Indirect | 7000 | |
| Factory Expenses | 9000 | |
| Salary—Factory Superintendent | 5000 | |
| Office and Management Expenses | 4000 | |
| Returns Outwards—Raw Materials | | \$5000 |
| Office Equipment | 2000 | |
| Salaries—Management | 7000 | |
| Salesmen's Commissions | 14000 | |
| Discount and Interest | 1500 | |
| Power—Factory | 4000 | |
| Insurance—Factory Buildings, Equipment, etc. | 500 | |
| Reserve for Depreciation on Office Equipment | | 200 |
| Insurance—Office Equipment | 30 | |
| Repairs to Factory Buildings | 285 | |
| Sundry Factory Supplies | 1295 | |
| Accounts Payable | | 6000 |
| Bank Overdraft | | 22000 |
| Profit and Loss appropriation, Balance from 30th June | | 5050 |
| Reserve—Depreciation on Machinery and Equipment | | 6200 |
| " " " Factory Buildings | | 3200 |
| " Bad Debts | | 2300 |
| John Jones : Capital | | 40000 |
| W. Jones Capital | | 50000 |
| John Jones : Current | 2000 | |
| W. Jones Current | 2200 | |
| Sales | | 369310 |
| Returns Inwards | 500 | |
| Allowances to Customers on Damaged Goods | 200 | |
| Discounts Received | | 4000 |
| Loan at 8% (Interest paid on 30th June) | | 10000 |
| Rent of Office | 700 | |
| | <u>\$523260</u> | <u>\$523260</u> |

After inquiry into the books, etc., you find that—

Bad Debts made equal \$1800.

Partners agree to 6 per cent per annum interest on capital.

That they share Profits equally, and have decided to carry forward no balance on Profit and Loss appropriation.

Reserves for Depreciation are to be increased at the following rates per annum: For Plant by 10 per cent, for Factory Buildings by 5 per cent, and for Office Equipment by 5 per cent on debit to accounts.

Bad Debts Reserve is to be increased by a figure based on 1 per cent of Net Sales.

Insurance on Factory Buildings, and Factory and Office Equipment represents twelve months, of which six are still to run.

The inventories at the close of the period are—

| | |
|---------------------------|----------------|
| Raw Materials | \$36000 |
| Work in Process | 2500 |
| Finished Goods | 1500 |
| | <u>\$40000</u> |

Factory Wages were due but not paid at 31st December, as follows—

| | |
|--------------------|--------------|
| Direct | \$120 |
| Indirect | 70 |
| | <u>\$190</u> |

Y 100.

Messrs. Cosgrave, Johnson, and Milne are in business as manufacturers and traders. Their Trial Balance at the close of the six months ended 31st December was as follows—

| | | |
|---|----------|----------|
| Factory Machinery, etc. | \$26000 | |
| Factory Buildings | 30000 | |
| Factory Land | 20000 | |
| Reserve for Depreciation on Factory Machinery, etc. | | \$8000 |
| Reserve for Depreciation on Factory Buildings | | 7000 |
| Cash in hand and in Bank | 12000 | |
| Capital: Cosgrave | | 50000 |
| Johnson | | 30000 |
| Milne | | 30000 |
| Accounts Receivable | 42000 | |
| Bills Payable | | 12800 |
| Reserve for Discounts | | 1085 |
| Discounts and Interest | 996 | |
| Reserve for Bad Debts | | 540 |
| Bad Debts written off during period | 648 | |
| Office Buildings | 20000 | |
| Land (Office) | 18000 | |
| Reserve for Depreciation of Office Buildings | | 5000 |
| Office Equipment | 3000 | |
| Reserve for Depreciation of Office Equipment | | 600 |
| Loan from Cosgrave at 8% | | 2000 |
| Loan from Milne at 8% | | 8000 |
| Current Account—Cosgrave | 17000 | |
| Johnson | 12000 | |
| Milne | 4800 | |
| Returns of Sales | 800 | |
| Allowances on Sales for Damaged Goods, etc. | 1600 | |
| Returns on Purchases of Raw Material | | 900 |
| Allowances on Purchases of Raw Material | | 300 |
| Inward Freight on Purchases of Raw Material | 2100 | |
| Carried forward | \$210944 | \$156225 |

| | | |
|--------------------------------------|-----------------|-----------------|
| Brought forward | \$210944 | \$156225 |
| Merchandise Inventories at 1st July— | | |
| " Raw Material | 32000 | |
| " Work-in-Process | 7000 | |
| " Finished Goods | 20500 | |
| Salesmen's Salaries | 17000 | |
| General Office Salaries | 8800 | |
| Selling Expenses | 21000 | |
| General Office Expenses | 6048 | |
| Accounts Payable | | \$3600 |
| Purchases of Raw Material | 206000 | |
| Direct Labour | 65800 | |
| Indirect Labour | 9000 | |
| Factory Power | 6000 | |
| Factory Expenses | 22000 | |
| Rent of Salesrooms | 2200 | |
| Sales | | 474467 |
| | <u>\$634292</u> | <u>\$634292</u> |

The inventories at the close of the period were valued as follows—

| | |
|---------------------------|---------|
| Raw Material | \$34000 |
| Work-in-Process | 12840 |
| Finished Goods | 21000 |

Reserve for Discounts must be raised to equal 1 per cent on the Accounts Receivable.

Reserve for Bad Debts must be raised to equal $\frac{1}{2}$ per cent on the Accounts Receivable.

Reserves for Depreciations are to be increased at the following rates per annum—

| | |
|---------------------------------|-----|
| Factory Buildings | 6% |
| Office | 5% |
| Factory Machinery, etc. | 8% |
| Office Equipment | 12% |

These percentages are to be based on the debits to the accounts of the assets.

Interest on Capital is to be allowed at 5 per cent.

Interest is to be charged on Overdrawings at 6 per cent per annum. For four months the Current Account of Johnson was overdrawn \$4000.

Salaries are to be credited to partners at the following rates per annum: Cosgrave \$8000, Johnson \$5000, Milne \$7000.

Interest is credited to Cosgrave and Milne half-yearly. The last entry was on the 30th June.

Profits and Losses are shared in the following proportions: Cosgrave $\frac{1}{3}$, Johnson $\frac{1}{3}$, Milne $\frac{1}{3}$.

Y 101.

The following was the Trial Balance for the six months period ended 31st December, of J. Reid and H. White, who are carrying on business in partnership as manufacturers and traders—

| | | |
|---|----------------|-----------------|
| Cash in hand | \$89 | |
| Cash in Bank | 12834 | |
| Trade Debtors | 170634 | |
| Inventory : Raw Materials as at 1st July | 36054 | |
| " Work-in-Process as at 1st July | 18075 | |
| " Finished Goods as at 1st July | 43146 | |
| Reserve for Depreciation on Machinery, etc. | | \$5000 |
| Machinery, etc. (cost) | 55000 | |
| Reserve for Depreciation on Factory Buildings | | 3500 |
| Factory Buildings (cost) | 46000 | |
| Land | 24000 | |
| Bills Payable | | 42000 |
| Purchases of Raw Materials | 247000 | |
| General Expenses : Selling Department | 1100 | |
| " " General Office | 1070 | |
| Returns Outwards of Purchases of Raw Materials | | 1765 |
| Returns : Inwards of Sales | 3147 | |
| Inward Freight, etc., on Raw Materials | 18345 | |
| Duty on Raw Materials | 6375 | |
| Factory Power | 5674 | |
| Factory Light and Heat | 1235 | |
| Factory Wages : Direct Labour | 67006 | |
| " " Indirect Labour | 28165 | |
| General Expenses of Factory | 7245 | |
| Factory Insurance | 943 | |
| Repairs to Factory Buildings | 824 | |
| Repairs to Factory Machinery | 1568 | |
| Insurance : General Office | 425 | |
| " " Selling Department | 1235 | |
| Cash Sales | | 1538 |
| Credit Sales | | 457065 |
| Bad Debts written off | 1275 | |
| Bad Debts Reserve | | 1054 |
| Discounts | 2865 | |
| Discounts Reserve | | 3154 |
| Expenses of Packing and Shipping | 3164 | |
| Outward Freight on goods delivered outside Montreal | 4163 | |
| Factory Taxes | 3725 | |
| Selling Department : Taxes | 2324 | |
| General Office : Taxes | 3951 | |
| Storage Charges for Finished Goods | 1564 | |
| Rent : Selling Department and Warehouse | 2540 | |
| Outward Freight on goods delivered within Montreal | 1275 | |
| Advertising | 2875 | |
| Printing and Stationery : Selling Department | 534 | |
| Printing and Stationery : General Office | 428 | |
| Rent : General Office | 1280 | |
| Salesmen's Commissions and Salaries | 4260 | |
| Travellers' Commissions and Expenses | 5645 | |
| Carried forward | <u>£839057</u> | <u>\$515076</u> |

| | | |
|---|-----------------|-----------------|
| Brought forward | \$839057 | \$515076 |
| Loan from W. Nicholson at 10% | | 20000 |
| Office Equipment (cost) | 5956 | |
| Reserve for Depreciation Office Equipment | | 1204 |
| Equipment of Selling Department | 4684 | |
| Reserve for Depreciation Equipment of Selling Dept. | | 985 |
| Light and Heat : Selling Department | 598 | |
| General Office | 854 | |
| Trade Creditors | | 85643 |
| Factory Tools | 3855 | |
| Bills Receivable | 32058 | |
| Allowances on Purchases : Raw Materials | | 844 |
| Allowances on Sales | 754 | |
| J. Reid : Current Account | 7542 | |
| H. White : Current Account | 6557 | |
| Sample Expense | 827 | |
| Goodwill, Patent Rights, etc. | 30854 | |
| Salaries : General Office | 10156 | |
| J. Reid : Capital | | 200000 |
| H. White : Capital | | 120000 |
| | <u>\$943752</u> | <u>\$943752</u> |

The adjustments required by the following are still to be made in the books—

(a) Interest on W. Nicholson's loan has not been paid for the six months ended 31st December.

(b) Interest is to be allowed on capitals at 5 per cent per annum.

(c) The partnership makes in its selling prices quoted for goods delivered outside Montreal an extra charge to cover the cost of such delivery.

For goods delivered within Montreal no extra charge is made, whether goods are delivered ex-warehouse or to the buyer.

(d) The valuations of inventories at the 31st December are as follows—

| | |
|---------------------------|---------|
| Finished Goods | \$40156 |
| Raw Materials | 40168 |
| Work-in-Process | 20254 |
| Factory Tools | 2500 |

(e) Goodwill, Patent Rights, etc., are to be reduced by \$350, to provide for expiry of patent rights.

(f) Reserves for Depreciation are to be increased by the following rates per annum, calculated on the cost of the assets concerned—

| | |
|---|-----|
| Factory Building | 10% |
| Machinery, etc. | 12% |
| Office Equipment | 5% |
| Equipment of Selling Department | 5% |

(g) The Balance Sheet figure for Bad Debts Reserve is to equal 1 per cent of the trade debtors.

(h) A sum equal to 1 per cent on the Credit Sales is to be transferred to the credit of Discounts Reserve.

(j) Salaries are to be credited to the partners at the following rates per annum, and charged as stated—

J. Reid, \$10000. Charge $\frac{4}{5}$ to Selling Department and $\frac{1}{5}$ to General Administration.

H. White, \$8000. Charge $\frac{3}{4}$ as Factory Manager and $\frac{1}{4}$ to General Administration.

(k) The following amounts had accrued but had not been paid at 31st December—

| | | | | |
|------------------------|---|---|---|-------|
| Factory Wages : Direct | . | . | . | \$259 |
| " Indirect | . | . | . | 168 |

(l) The following amounts of the charges for Insurance had not expired at 31st December—

| | | | | |
|-------------------------------|---|---|---|-------|
| Insurance : Factory | . | . | . | \$122 |
| " Selling Department | . | . | . | 282 |
| " General Office | . | . | . | 95 |

After all the above adjustments have been made, the remaining balance on Profit and Loss Appropriation Account is to be shared in the following proportions—

| | | | | | | | |
|----------|---|---|---|---|---|---|---------------|
| J. Reid | . | . | . | . | . | . | $\frac{4}{5}$ |
| H. White | . | . | . | . | . | . | $\frac{1}{5}$ |

Y 102.

Messrs. J. and W. Robertson are in business as general manufacturers and traders. The Trial Balance of their Private Ledger at the close of the six months ended 31st December was as follows—

| | | | | | |
|---------------------------------------|---|---|---|----------|----------|
| Inventory : Finished Goods : 1st July | . | . | . | \$3684 | |
| " Raw Materials | . | . | . | 9406 | |
| " Work-in-Process | . | . | . | 3104 | |
| Sales | . | . | . | | \$290442 |
| Discount and Interest | . | . | . | 1643 | |
| Purchases of Raw Materials | . | . | . | 63014 | |
| Loan from S. Gibson at 8% | . | . | . | | 10000 |
| Direct Wages | . | . | . | 90104 | |
| Loan from J. Robertson at 9% | . | . | . | | 12000 |
| Indirect Wages | . | . | . | 20314 | |
| Rent of General Offices | . | . | . | 4000 | |
| Carried forward | . | . | . | \$195269 | \$312442 |

| | | |
|--|-----------------|-----------------|
| Brought forward | \$195269 | \$312442 |
| Rent of Selling Department | 4700 | |
| Factory Buildings (cost) | 45000 | |
| Reserve for Depreciation of Factory Buildings | | 18000 |
| Factory Machinery, etc. (cost) | 56000 | |
| Reserve for Depreciation of Factory Machinery, etc. | | 21000 |
| Office Equipment | 4654 | |
| Equipment Selling Department | 2154 | |
| Reserve for Depreciation of Equipment of Office and Selling Department | | 1600 |
| Factory Power | 4164 | |
| Factory Light and Heat | 3564 | |
| Light and Heat : Selling Department | 443 | |
| " " " General Office | 748 | |
| Factory Buildings : Repairs | 895 | |
| Notes Payable | | 20645 |
| Accounts Payable | | 46045 |
| Expenses of Packing and Shipping | 2154 | |
| General Factory Expenses | 3285 | |
| Factory Insurance | 1056 | |
| Insurance : General Office | 324 | |
| " " Selling Department | 645 | |
| Factory Tools | 2785 | |
| Salesmen's Salaries | 8467 | |
| " " Commissions | 7425 | |
| Notes Receivable | 37046 | |
| Land | 50000 | |
| Bad Debts written off | 4824 | |
| Travellers' Expenses | 5246 | |
| " " Commissions and Salaries | 7645 | |
| Reserve for Bad Debts | | 3120 |
| " " for Discounts | | 2080 |
| Accounts Receivable | 102028 | |
| Cash in hand | 564 | |
| Cash in Bank | 27465 | |
| Allowances on Purchases of Raw Materials | | 243 |
| Returns of Purchases of Raw Materials | | 842 |
| Local Freight and Cartage | 727 | |
| Stable Expenses | 2753 | |
| Delivery Equipment and Horses | 8500 | |
| Returns of Sales | 1246 | |
| Allowances on Sales for Damaged Goods, etc. | 847 | |
| J. Robertson : Current Account | 6435 | |
| W. Robertson : Current Account | 5429 | |
| Advertising | 1400 | |
| Inward Freight on Purchases of Raw Materials | 5452 | |
| Duty on Purchases of Raw Materials | 2645 | |
| Outward Freight on Sales delivered outside Montreal | 6954 | |
| Goodwill, etc. | 30000 | |
| Stationery and Printing | 1076 | |
| General Office Salaries | 9005 | |
| J. Robertson : Capital | | 135000 |
| W. Robertson : Capital | | 100000 |
| | <u>\$661017</u> | <u>\$661017</u> |

The adjustments required by the following are still to be made in the books—

(a)

| | | | | |
|--|---|---|---|---------|
| Inventory of Finished Goods at 31st Dec. | . | . | . | \$16345 |
| " Raw Materials | " | . | . | 8076 |
| " Work-in-Process | " | . | . | 1204 |
| " Factory Tools | " | . | . | 2200 |
| " Delivery Equipment and Horses | . | . | . | 7550 |

(b) Interest on Loans from S. Gibson and J. Robertson has not been paid or credited to them for the six months ended 31st December.

(c) Interest is to be allowed on Capitals at 5 per cent per annum, and is to be charged to an account for "Interest on Capitals and Overdrawings."

(d) Reserves for Depreciation are to be increased by the following rates per annum, calculated on the cost of the assets concerned—

| | | | | |
|---------------------------------|---|---|---|-----|
| Factory Buildings | . | . | . | 10% |
| Factory Machinery, etc. | . | . | . | 12% |
| Office Equipment | . | . | . | 5% |
| Equipment of Selling Department | . | . | . | 5% |

(e) The final figure for Reserve for Bad Debts is to equal $1\frac{1}{2}$ per cent of the Accounts Receivable and for Discounts 1 per cent of the Accounts Receivable.

(f) Local Freight and Cartage is to be charged with Stable Expenses and also with the amount written off delivery Equipment and Horses.

It is estimated that 60 per cent of the total of this Local Freight, etc., was incurred in running the factory. The remainder was for delivery of manufactured goods within Montreal. The concern makes in its selling price an extra charge for delivery of its goods outside Montreal, but no extra charge for delivery within the city limits.

(g) Salaries are to be credited to the partners' Current Accounts at the following rates per annum, and charged as follows—

J. Robertson, \$6000. Charged $\frac{2}{3}$ to Selling Department, and $\frac{1}{3}$ to General Administration.

W. Robertson, \$4500. Charged $\frac{2}{3}$ as Factory Manager and $\frac{1}{3}$ to General Administration.

(h) Interest is to be charged on Overdrawings at 6 per cent per

annum. For three months during the period, J. Robertson had overdrawn his Current Account by \$2000.

(j) Of the Stationery and Printing, \$125 was for forms and books used in the salesrooms, and \$72 for forms and books used in the factory. The remainder has been consumed.

(k) The following had accrued but not been paid at 31st December, and had not been brought into the books—

| | |
|--------------------------|-------|
| Wages : Direct | \$453 |
| " Indirect | 115 |
| General Factory Expenses | 57 |

(l) The following amounts of the charges for insurance had not expired at 31st December—

| | |
|----------------------------|-------|
| Factory Insurance | \$250 |
| Insurance : General Office | 40 |
| " Selling Department | 102 |

(m) After all of the above adjustments have been made, the remaining balance on Profit and Loss Appropriation Account is to be shared in the following proportions—

J. Robertson, $\frac{2}{3}$. W. Robertson, $\frac{1}{3}$.

Y 103.

The following was the Trial Balance of C. Mathieson and W. Dunn, carrying on business as manufacturers and traders, for the six months ended 31st December—

| | | |
|--|----------|----------|
| Cash in hand | \$100 | |
| Cash in Bank | 28000 | |
| Trade Debtors | 140000 | |
| Inventory of Raw Materials as at 1st July | 46000 | |
| Inventory of Work-in-Process as at 1st July | 10000 | |
| Inventory of Finished Goods as at 1st July | 25000 | |
| Reserve for Depreciation on Machinery | | \$11000 |
| Machinery | 60000 | |
| Factory Buildings | 45000 | |
| Land | 27000 | |
| Trade Creditors | | 68600 |
| Bills Payable | | 46000 |
| Purchases of Raw Materials | 240000 | |
| Inward Freight on Raw Materials | 12000 | |
| Duty of Raw Materials | 20000 | |
| Returns Outwards of Purchases of Raw Materials | | 1000 |
| Wages : Direct Labour | 68000 | |
| Indirect Labour | 21000 | |
| General Factory Expenses | 18000 | |
| Factory Power | 7000 | |
| Carried forward | \$767100 | \$126600 |

| | | |
|---|-----------------|-----------------|
| Brought forward | \$767100 | \$126600 |
| Salary : Factory Manager | 6500 | |
| Fire Insurance for Factory | 600 | |
| General Repairs, Factory Buildings | 800 | |
| Returns of Sales | 4000 | |
| Sales (all credit) | | 396000 |
| Expenses of Selling Department | 5500 | |
| Salesmen's Salaries | 6200 | |
| General Administrative Office Expenses | 8000 | |
| Travellers' Expenses and Salaries | 4000 | |
| Salaries : General Administrative Office | 10000 | |
| Bad Debts written off | 800 | |
| Bad Debts Reserve | | 1000 |
| Discounts | 900 | |
| Discounts Reserve | | 800 |
| C. W. Mathieson : Capital | | 150000 |
| W. Dunn : Capital | | 100000 |
| C. Mathieson : Current | 3000 | |
| W. Dunn : Current | 2000 | |
| Reserve for Depreciation on Factory Buildings | | 5000 |
| H. Jamieson : Loan at 8% | | 40000 |
| | <u>\$819400</u> | <u>\$819400</u> |

(a) The inventories at 31st December were valued at current market price, as follows—

| | |
|---------------------------|---------|
| Raw Materials | \$40000 |
| Work-in-Process | 11000 |
| Finished Goods | 32000 |

The values of these inventories at cost were as follows—

| | |
|---------------------------|---------|
| Raw Materials | \$70000 |
| Work-in-Process | 15000 |
| Finished Goods | 46000 |

On 28th December, an unexpected and permanent drop had taken place in the markets in which they bought and sold.

(b) Reserves for Depreciation were to be increased for the six months by the following percentages based on the debits to the asset accounts—

| | |
|-----------------------------|----------------|
| Machinery | 10% per annum. |
| Factory Buildings | 5% " " |

(c) Bad Debts Reserve was to be increased by an amount equal to $\frac{1}{4}$ per cent on the net Credit Sales.

(d) Discount Reserve was to stand in the Balance Sheet at a figure equal to 1 per cent on the Trade Debtors.

(e) Of the Factory Insurance, \$100 was unexpired.

| | | |
|---|-----------------|-----------------|
| Brought forward | \$818700 | \$67000 |
| General Repairs, Factory Buildings | 600 | |
| Closing down Expenses of Factory (one month) | 300 | |
| Returns of Sales | 2500 | |
| Expenses of Selling Department | 3000 | |
| Salesmen's Salaries | 6000 | |
| General Administrative Office Expenses | 8000 | |
| Travellers' Expenses and Salaries | 5500 | |
| Salaries : General Administrative Office | 9000 | |
| Bad Debts written off | 800 | |
| Sales (all credit) | | 511600 |
| Bad Debts Reserve | | 900 |
| Cash Discounts | 900 | |
| Cash Discounts Reserve | | 800 |
| J. Maclean : Capital | | 150000 |
| G. Sudbury : Capital | | 100000 |
| J. Maclean : Current | 3000 | |
| G. Sudbury : Current | 3000 | |
| Reserve for Depreciation on Factory Buildings | | 6000 |
| H. MacKay : Loan at 8% | | 25000 |
| | <u>\$861300</u> | <u>\$861300</u> |

NOTE. The Closing-down Expenses of Factory Account included the following items—

| | |
|--|--------------|
| Caretaker's Wages | \$150 |
| Expenses covering up Machinery, etc., and uncovering and cleaning at close | 120 |
| Small Stores and Expenses | 30 |
| | <u>\$300</u> |

Entries necessitated by the following had still to be made—

(a) The inventories at 31st December were as follows—

| | |
|---------------------------|---------|
| Raw Materials | \$35000 |
| Work-in-Process | 18000 |
| Finished Goods | 38000 |

(b) Reserves for Depreciation were to be increased for the six months by the following percentages, calculated on the cost of the assets—

Machinery—12% per annum.
 Factory Buildings—6% per annum.
 Each month can be taken as one-twelfth of the year.

(c) Bad Debts Reserve was to be increased by an amount equal to $\frac{1}{2}$ per cent on the net Credit Sales.

(d) Cash Discount Reserve was to stand in the Balance Sheet at a figure equal to 1 per cent on the Trade Debtors.

(e) Of the Factory Insurance, \$140 was unexpired at 31st December, 1926.

| | | |
|---|-----------------|-----------------|
| Brought forward | \$836800 | \$82500 |
| General Repairs, Factory Buildings | 500 | |
| Closing down Expenses of Factory (one month) | 350 | |
| Returns of Sales | 3500 | |
| Expenses of Selling Department | 4000 | |
| Salesmen's Salaries | 7000 | |
| General Administrative Office Expenses | 9000 | |
| Travellers' Expenses and Salaries | 6500 | |
| Salaries: General Administrative Office | 10000 | |
| Bad Debts written off | 900 | |
| Sales (all credits) | | 515650 |
| Bad Debts Reserve | | 800 |
| Cash Discounts | 1000 | |
| Cash Discounts Reserve | | 800 |
| F. Johnson: Capital | | 130000 |
| R. Carswell: Capital | | 120000 |
| F. Johnson: Current | 4200 | |
| R. Carswell: Current | 4000 | |
| Reserve for Depreciation on Factory Buildings | | 8000 |
| Loan at 8% (L. Thornton) | | 30000 |
| | <u>\$887750</u> | <u>\$887750</u> |

NOTE. The Closing-down Expenses of Factory Account included the following items—

| | |
|--|--------------|
| Caretaker's Wages | \$180 |
| Expenses covering up Machinery, etc., and uncovering and cleaning at close | 140 |
| Small Stores and Expenses | 30 |
| | <u>\$350</u> |

Entries necessitated by the following had still to be made—

(a) The Inventories at 31st December were valued as follows—

| | |
|---------------------------|---------|
| Raw Materials | \$45000 |
| Work-in-Process | 19000 |
| Finished Goods | 27000 |

(b) Reserves for Depreciation were to be increased for the six months by the following percentages calculated on the cost of the assets—

| | |
|-----------------------------|----------------|
| Machinery | 12% per annum. |
| Factory Buildings | 6% " " |

Each month was to be taken as one-twelfth of the year.

(c) Bad Debts Reserve was to be increased by an amount equal to $\frac{1}{2}$ per cent on the net Credit Sales.

(d) Cash Discount Reserve was to stand in the Balance Sheet at a figure equal to 1 per cent on the Trade Debtors.

(e) Of the Factory Insurance \$100 was unexpired at 31st December.

(f) Wages had accrued but had not been brought into the books, as follows—

| | | | | | | | |
|----------|---|---|---|---|---|---|-------|
| Direct | : | : | : | : | : | : | \$700 |
| Indirect | : | : | : | : | : | : | 200 |

(g) Interest on Thornton's Loan had been paid to 30th June, but had not been charged since then.

Under the Partnership Agreement the following three items were to be charged before finding the balance on Profit and Loss Appropriation Account for division between the partners—

(h) Partners' Salaries—

F. Johnson \$7000 per annum for General Administration.

R. Carswell \$6000 per annum, of which \$1000 is for General Administration, and \$5000 for managing the Selling Department.

(i) Interest on Capital at 8 per cent per annum.

After the above had been charged—

(j) Profits and Losses were divisible between the two partners in the following ratio : F. Johnson : R. Carswell, 3 : 2.

Y 106.

The following was the Trial Balance of J. Bailey and K. Duncan, carrying on business as manufacturers and traders, for the six months ended 31st December—

| | | |
|---|----------|---------|
| Cash in hand | \$200 | |
| Bank of Montreal | 25000 | |
| Accounts Receivable | 180000 | |
| Raw Materials : Inventory at 1st July | 24000 | |
| " Purchases | 220000 | |
| Returns Outwards, Purchase of Raw Materials | | \$2500 |
| Work-in-Process : Inventory 1st July | 15000 | |
| Finished Goods : | 22000 | |
| Machinery and Factory Equipment (Cost) | 90000 | |
| Reserve for Depreciation of Machinery and Factory Equipment | | 15000 |
| Factory Buildings (Cost) | 60000 | |
| Reserve for Depreciation of Factory Buildings | | 10000 |
| Land | 30000 | |
| Inward Freight on Raw Materials | 7000 | |
| Duty on Raw Materials | 8000 | |
| Accounts Payable | | 25200 |
| Bills Payable | | 28000 |
| Salesmen's Salaries and Commission | 6500 | |
| Travellers' Salaries, Commission and Expenses | 7800 | |
| Carried forward | \$695500 | \$80700 |

| | | |
|---|-----------------|-----------------|
| Brought forward | \$695500 | \$80700 |
| Salaries : General Office | 8500 | |
| Expenses of Selling Department | 4000 | |
| Wages : Direct Labour | 65000 | |
| " Indirect Labour | 20000 | |
| Salary : Factory Manager | 6000 | |
| Factory Power | 10000 | |
| General Factory Expense | 15000 | |
| General Office Expense | 8000 | |
| General Repairs, Factory Buildings | 800 | |
| " " Factory, Machinery, and Equipment | 400 | |
| Fire Insurance : Factory | 600 | |
| Bad Debts made | 800 | |
| Closing-down Expenses of Factory, one month | 500 | |
| Returns of Sales | 1500 | |
| Sales | | 471500 |
| Reserve for Bad Debts | | 700 |
| Cash Discounts | 700 | |
| Reserve for Cash Discounts | | 900 |
| J. Bailey : Capital | | 150000 |
| K. Duncan : Capital | | 100000 |
| J. Bailey : Current Account | 4000 | |
| K. Duncan : Current Account | 2500 | |
| H. Ferguson : Loan at 8% | | 40000 |
| | <u>\$843800</u> | <u>\$843800</u> |

NOTE. The Closing-down Expenses of Factory Account included the following items—

| | |
|--|--------------|
| Wages of Cost Clerk and Storeman for month | \$240 |
| Watchmen's and Caretaker's Wages | 100 |
| Expenses covering up Machinery and Equipment, and uncover- ing same and cleaning at close | 130 |
| Sundry Expenses and Small Stores | 30 |
| | <u>\$500</u> |

Entries necessitated by the following had still to be made—

(a) Inventories at 31st December were valued as follows—

| | |
|---------------------------|---------|
| Raw Materials | \$38000 |
| Work-in-Process | 20000 |
| Finished Goods | 42000 |

(b) Reserves for Depreciation were to be increased for the six months at the following rates, calculated on the cost of the assets—

| | |
|-----------------------------------|---------------|
| Machinery and Equipment | 6% per annum. |
| Factory and Buildings | 4% " " |

Each month was to be taken as one-twelfth of a year.

(c) Bad Debts Reserve was to be increased by an amount equal to one-quarter of 1 per cent of the net credit sales.

(d) Cash Discount Reserve was to stand in the Balance Sheet at a figure equal to one-half of 1 per cent of the Accounts Receivable.

(e) Wages had accrued but had not been brought into the books at 31st December, as follows—

| | | | | | | | | |
|----------|---|---|---|---|---|---|---|-------|
| Direct | : | : | : | : | : | : | : | \$420 |
| Indirect | : | : | : | : | : | : | : | 150 |

(f) Of the Factory Insurance, \$120 was unexpired at 31st December.

(g) Interest on Ferguson's Loan had been paid to 30th June, but had not been charged since then.

Under the Partnership Agreement, the following items were to be charged before finding the balance on Profit and Loss Appropriation Account for division between the partners—

(h) Partners' Salaries—

J. Bailey \$6000 per annum, for General Administration.

K. Duncan \$5000 per annum, of which \$1000 is for General Administration, and \$4000 for managing the Selling Department.

(i) Interest on Capital at 6 per cent per annum.

(j) After the above have been charged—

Profits and Losses are divisible between the partners in the ratio of—

| | | | | | | | | |
|-----------|---|---|---|---|---|---|---|---|
| J. Bailey | : | : | : | : | : | : | : | 1 |
| K. Duncan | : | : | : | : | : | : | : | 1 |

*Group Z.**Exercise No. 107.*

Special Features. Manufacturing Statement to show following, separately—

| | |
|------------------|-----------------------|
| Direct Material | } Absorbed into Goods |
| Direct Labour | |
| Factory Overhead | |

finished during period.

Required. General Journal.
Ledger.

Instructions.

Open Ledger Accounts for all items in the Trial Balance, and write in the balances given.

Make the necessary adjustments and transfers through the General Journal, in order to write up Work-in-Process, Trading, and other Accounts, including Partners' Current Accounts.

Prepare Manufacturing and other statements for the period, and Balance Sheet at its close.

Z 107.

The following was the Trial Balance as at 31st December of L. Foulkes and W. Lynch, who were carrying on business in partnership as manufacturers and traders—

| | | |
|---|-----------------|-----------------|
| Cash | \$37907 | |
| Accounts Receivable | 120014 | |
| Inventory—Raw Materials at 1st July | 45000 | |
| " Work-in-Process " | 10000 | |
| " Finished Goods " | 27000 | |
| Plant | 56000 | |
| Reserve for Depreciation on Plant | | \$11200 |
| Factory Buildings | 48000 | |
| Reserve for Depreciation on Factory Buildings | | 7200 |
| Land | 31000 | |
| Accounts Payable | | 17866 |
| L. Foulkes : Capital | | 120000 |
| " Current | 800 | |
| W. Lynch : Capital | | 120000 |
| " Current | 700 | |
| Raw Materials : Purchases less Returns | 245000 | |
| Wages : Direct Labour | 66000 | |
| " Indirect Labour | 12000 | |
| General Factory Expenses | 16000 | |
| Factory Power | 3800 | |
| Salary : Factory Manager | 6000 | |
| Fire Insurance : Factory (six months) | 300 | |
| Repairs : Factory Buildings | 1900 | |
| Sales (net) | | 486800 |
| Selling Expenses | 15430 | |
| General Administrative and Office Expenses | 20215 | |
| | <u>\$763066</u> | <u>\$763066</u> |

The inventories at 31st December were valued as follows—

| | |
|---------------------------|---------|
| Raw Materials | \$42000 |
| Work-in-Process | 12000 |
| Finished Goods | 30000 |

Depreciation Reserves were to be increased by the following percentages based on the debits to the asset accounts—

| | |
|-----------------------------|----------------|
| Plant | 10% per annum. |
| Factory Buildings | 5% " " |

Interest on Partners' Capitals was allowed at 8 per cent per annum.

Drawings were limited and no interest was charged if partners kept within the limits ; this they both had done.

Capitals were fixed at book figures.

Profits or Losses were transferred to Partners' Current Accounts in the following proportions—

| | | | | | | |
|------------|---|---|---|---|---|---------------|
| L. Foulkes | . | . | . | . | . | $\frac{2}{3}$ |
| W. Lynch | . | . | . | . | . | $\frac{1}{3}$ |

The Work-in-Process at the beginning and end of the period was estimated to be made up of the main elements of cost, as follows—

| | July 1 | Dec. 31 |
|------------------------|----------------|----------------|
| Raw Materials . . . | \$7500 | \$8900 |
| Direct Labour . . . | 1600 | 1900 |
| Factory Overhead . . . | 900 | 1200 |
| | <u>\$10000</u> | <u>\$12000</u> |

It is necessary to know this in order that the exact amount of Raw Material, Direct Labour, and Factory Overhead absorbed in the cost of the goods manufactured may be known.

*Group AA.**Exercises Nos. 108-109*

(Each in two parts)

Special Features. Criticism of Manufacturing and other Statements for Successive Periods.

Where Manufacturing Statement shows Direct Material, Direct Labour, and Factory Overhead put into process (108).

Where Manufacturing Statement shows Direct Material, Direct Labour, and Factory Overhead absorbed into Goods Finished during period (109).

Required. General Journal.
Ledger.
Working Paper.

Instructions.

As for Y.

In addition, prepare a columnar statement for the comparison of the following for the periods under review—

- (1) Principal Debits and Credits in Manufacturing, Trading, and General Operating Statements.
- (2) Percentage Ratios.

NOTE. Each item should be worked out as a percentage of the principal credit of its own statement, as follows—

of Finished Goods in Manufacturing ;
of Gross Credit Sales in Trading ;
of Gross Profit in General Operating.

- (3) Increases and Decreases under various charge-headings and credits.
- (4) Percentages of Increases and Decreases under various charge-headings and credits, the first period in each exercise being taken as the Standard Period.

Write a report on the manufacturing and other operations of the business for the two periods.

A.A 108.

PART I

The following was the Trial Balance as at 30th June of J. MacDonald and W. Evans, who were carrying on business in partnership as manufacturers and traders—

| | | |
|--|-----------------|-----------------|
| Cash | \$50241 | |
| Accounts Receivable | 78297 | |
| Inventory : Raw Materials at 1st Jan. | 40000 | |
| " Work-in-Process | 5000 | |
| " Finished Goods | 21000 | |
| Machinery (cost) | 40000 | |
| Reserve for Depreciation of Machinery | | \$6000 |
| Factory Buildings (cost) | 32000 | |
| Reserve for Depreciation of Factory Buildings | | 2400 |
| Land | 26000 | |
| Accounts Payable | | 12540 |
| J. MacDonald : Capital | | 100000 |
| " Current | 1000 | |
| W. Evans : Capital | | 100000 |
| " Current | 1000 | |
| Raw Materials : Purchases less Returns | 205000 | |
| Wages : Direct Labour | 16000 | |
| " Indirect Labour | 8000 | |
| General Factory Expense | 9000 | |
| Salary : Factory Superintendent | 5500 | |
| Factory Power | 4600 | |
| Fire Insurance : Factory | 250 | |
| Repairs : Factory Buildings | 300 | |
| Sundry Factory Supplies (all consumed) | 1315 | |
| Sales | | 378650 |
| Returns Inwards | 400 | |
| Allowances to Customers for Damaged or Defective Goods | 150 | |
| Purchases of Finished Goods ¹ | 20000 | |
| Salesmen's Commission and other Selling Expenses | 10236 | |
| Travelling Expenses and Salaries | 8658 | |
| General Administrative and Office Expenses | 15643 | |
| | <u>\$599590</u> | <u>\$599590</u> |

The inventories at 30th June were valued as follows—

| | |
|-----------------|---------|
| Raw Materials | \$30000 |
| Work-in-Process | 3500 |
| Finished Goods | 300 |

Depreciation Reserves were to be increased by the following percentages based on the cost of the assets—

| | |
|-------------------|----------------|
| Machinery | 10% per annum. |
| Factory Buildings | 5% " " |

¹ The Finished Goods purchased were all sold, the proceeds being \$22500.

Partners shared profits equally.

Interest on capital, drawings, etc., was ignored.

Capitals were fixed at their book figures.

PART II

The following was the Trial Balance as at 31st December of the books of J. MacDonald and W. Evans, who were carrying on business in partnership as manufacturers and traders—

| | | |
|--|-----------------|-----------------|
| Cash | \$46345 | |
| Accounts Receivable | 93655 | |
| Inventory : Raw Materials at 1st July | 30000 | |
| " Work-in-Process | 3500 | |
| " Finished Goods | 3000 | |
| Machinery (cost) | 40000 | |
| Reserve for Depreciation of Machinery | | \$8000 |
| Factory Buildings (cost) | 32000 | |
| Reserve for Depreciation on Factory Buildings | | 3200 |
| Land | 26000 | |
| Accounts Payable | | 15668 |
| J. MacDonald : Capital | | 100000 |
| " Current | 1000 | |
| W. Evans : Capital | | 100000 |
| " Current | 1200 | |
| Raw Materials : Purchases less Returns | 285000 | |
| Wages : Direct Labour | 25000 | |
| " Indirect Labour | 11000 | |
| General Factory Expense | 10000 | |
| Salary : Factory Superintendent | 5500 | |
| Factory Power | 5800 | |
| Fire Insurance : Factory | 260 | |
| Repairs : Factory Buildings | 320 | |
| Sundry Factory Supplies (all consumed) | 1420 | |
| Sales | | 446450 |
| Returns Inwards | 2600 | |
| Allowances to Customers for Damaged or Defective Goods | 11900 | |
| Purchase of Finished Goods ¹ | 2000 | |
| Salesmen's Commissions and other Selling Expenses | 11431 | |
| Travelling Expenses and Salaries | 8745 | |
| General Administrative and Office Expenses | 15642 | |
| | <u>\$673318</u> | <u>\$673318</u> |

The inventories at 31st December were valued as follows—

| | |
|-----------------|---------|
| Raw Materials | \$20000 |
| Work-in-Process | 3600 |
| Finished Goods | 6000 |

¹ The Finished Goods purchased were all sold, the proceeds being \$2250.

Depreciation Reserves were to be increased by the following percentages based on the cost of the assets—

| | |
|-----------------------------|----------------|
| Machinery | 10% per annum. |
| Factory Buildings | 5% " " |

Partners shared profits equally.

Interest on capital, drawings, etc., was ignored.

Capitals were fixed at their book figures.

During the first six months of the year, the partners had to buy finished goods from the outside in order to meet customers' orders.

During the six months ended 31st December, the partners anticipated an increase of gross sales and tried to increase production by paying bonuses to workmen who could increase their output. State what you think of the results of this.

The market prices of raw materials and of finished goods remained constant throughout the year, so that amounts in dollars for raw materials and finished goods show approximately variations in quantities.

Make any suggestions you think fit with regard to the manner in which the business is to be conducted during the next year.

AA 109.

PART I

Messrs. Forest, Hamilton, and Graham are in business as manufacturers and traders. The Trial Balance of their Private Ledger at the close of the six months ended 31st December was as follows—

| TRIAL BALANCE | | | |
|---|----------|--|--------|
| Bad Debts Reserve | | | \$4600 |
| Cash in hand | \$1234 | | |
| Cash in Bank | 22056 | | |
| Trade Debtors Control | 156245 | | |
| Reserve for Discounts | | | 3400 |
| Discounts | 3204 | | |
| Bad Debts written off | 4450 | | |
| Taxes on General Office and Selling Dept. | 4059 | | |
| Inventories : Raw Materials at 1st July | 3654 | | |
| Work-in-Process at 1st July | 1759 | | |
| Finished Goods at 1st July | 6753 | | |
| Local Freight and Cartage | 1854 | | |
| Sale of Old Harness, etc.. | | | 35 |
| Horse Delivery Equipment | 4035 | | |
| Carried forward | \$209303 | | \$8035 |

| | | |
|--|-----------|----------|
| Brought forward | \$209303 | \$8035 |
| Horses | 6054 | |
| Motor Delivery Equipment | 10354 | |
| Collection Fees and Bank Charges | 852 | |
| Light and Heat : General Office | 1207 | |
| Selling Department | 805 | |
| Wages : " Drivers | 4478 | |
| General Office Salaries | 12065 | |
| Sundry Expenses of General Office | 1215 | |
| Stable Wages and Other Expenses | 1325 | |
| Storage Expenses for Finished Goods | 1205 | |
| Office Buildings | 10000 | |
| Selling Department Buildings | 10000 | |
| Reserve for Depreciation : Office Buildings | | 4064 |
| Selling Dept. Buildings | | 3057 |
| Telephone, " Telegrams, Postages, etc., General Office | 1824 | |
| Stationery | 2154 | |
| Advertising | 2704 | |
| Samples | 2475 | |
| General Office : Insurance | 806 | |
| Selling Department : Insurance | 2854 | |
| Factory : Insurance | 4054 | |
| Repairs to Buildings : General Office | 312 | |
| Selling Department | 624 | |
| General Expenses : Selling Department | 2005 | |
| Salesmen's Salaries | 10050 | |
| Commissions | 3995 | |
| Outward Freight on Goods sold outside Montreal | 6759 | |
| Factory Buildings | 80000 | |
| Reserve for Depreciation of Factory Buildings | | 12240 |
| Expenses of Packing and Shipping | 4065 | |
| Travellers' Expenses | 3028 | |
| Factory Power | 18256 | |
| Travellers' Commissions | 5054 | |
| Donation to Hospital which offers special facilities in the case of accidents to factory workmen | 500 | |
| Travellers' Salaries | 4057 | |
| General Factory Supplies | 4231 | |
| Factory Tools | 8097 | |
| Factory Plant and Machinery | 120000 | |
| Reserve for Depreciation of Factory Plant and Machinery | | 46254 |
| Sales : All Credit | | 827602 |
| Returns of Sales | 3046 | |
| Allowances on Sales | 1247 | |
| Factory Taxes | 2172 | |
| Factory : Direct Wages | 177015 | |
| Indirect Wages | 20054 | |
| Light and Heat | 4237 | |
| Repairs to Factory Buildings | 5205 | |
| General Factory Expenses | 9135 | |
| Land | 80000 | |
| Repairs and Renewals to Factory Machinery | 13251 | |
| Purchases of Raw Materials | 427054 | |
| Inward Freight on Raw Materials | 4124 | |
| Carried forward | \$1303307 | \$901252 |

| | | |
|--|------------------|------------------|
| Brought forward | \$1303307 | \$901252 |
| Duty on Raw Materials | 3025 | |
| Returns Outwards of Raw Materials | | 13453 |
| Allowances on Purchases of Raw Materials | | 2525 |
| Capital: W. Forest | | 200000 |
| " J. Hamilton | | 120000 |
| " K. Graham | | 120000 |
| Current Account: W. Forest | 8300 | |
| " J. Hamilton | 6250 | |
| " K. Graham | 6300 | |
| Trade Creditors Control | | 37654 |
| Notes Receivable | 75050 | |
| " Payable | | 25050 |
| Office Equipment | 5240 | |
| Equipment of Selling Department | 4280 | |
| Reserve for Depreciation Office Equipment | | 1056 |
| Reserve for Depreciation Selling Equipment | | 762 |
| Totals of Trial Balance | <u>\$1421752</u> | <u>\$1421752</u> |

The adjustments required by the following are still to be made in the books—

(a) The following were the valuations of various inventories at the close of the period—

| | |
|--|--------------|
| Raw Materials | \$16057 |
| Work-in-Process— | |
| Direct Material | \$11236 |
| Direct Labour | 4375 |
| Factory Overhead | 2894 |
| | <u>18505</u> |
| Finished Goods | 6859 |
| Factory Tools | 7050 |
| General Factory Supplies | 2320 |
| Horse Delivery Equipment and Harness | 3400 |
| Horses | 5021 |
| Motor Delivery Equipment | 8231 |
| Stationery | 120 |

(b) The inventory of Work-in-Process at the commencement of the period was made up of the following elements—

| | |
|----------------------------|---------------|
| Direct Material | \$1056 |
| Direct Wages | 438 |
| Factory Overhead | 265 |
| | <u>\$1759</u> |

(c) The following expenses had accrued but had not been paid at the close of the period—

| | |
|----------------------------------|--------|
| Wages: Factory, Direct | \$1050 |
| " Indirect | 215 |
| " Van Drivers | 146 |
| " Stablemen | 22 |

(d) The following amounts of various charges had not expired at the close of the period—

| | |
|--|-------|
| Factory Insurance | \$357 |
| General Office Insurance | 92 |
| Selling Department Insurance | 253 |
| Factory Taxes | 102 |
| General and Selling Department Taxes | 523 |

(e) Stationery is to be charged out as follows—

| | |
|------------------------------|-----|
| Factory | 5% |
| Selling Department | 10% |
| Advertising | 25% |
| General Office | 60% |

(f) *Local Freight and Cartage* is to be charged with the following—

| | |
|--|--|
| Amount written off Horse Delivery Equipment. | |
| " " Horses. | |
| " " Motor Delivery Equipment. | |
| Wages of Drivers | |
| Stable Wages and other Expenses. | |

It is to be credited with sale of old harness, etc.

Of the balance, \$1500 is to be charged to "Outward Freight on Goods delivered outside Montreal," and of the remainder 10 per cent to the Factory and 90 per cent to the Sales Department. The concern makes, in its selling prices, an extra charge for delivery of its goods outside Montreal, but no extra charge for delivery within the city limits.

(g) (i) The final figure for Reserve for Discounts is to equal $2\frac{1}{2}$ per cent on the Accounts Receivable. (ii) Bad Debts Reserve is to be increased by a figure equal to $\frac{1}{2}$ per cent on the Gross Sales.

(j) Reserves for Depreciation are to be increased at the following rates per annum, calculated on the cost of the assets concerned—

| | |
|--|-----|
| Factory Buildings | 10% |
| Factory Plant and Machinery | 12% |
| Office Buildings | 8% |
| Office Equipment | 5% |
| Selling Department Buildings | 8% |
| Selling Department Equipment | 5% |

(k) The following salaries are to be credited to the partners'

Current Accounts before the balance of Profit or Loss for division among them is arrived at—

| | | | |
|------------|--------------------|--------|--------------------------------|
| Forest : | \$16000 per annum. | Charge | 75% to General Administration. |
| | | " | 12½% to Selling Department. |
| | | " | 12½% to Factory. |
| Hamilton : | \$12000 per annum. | Charge | 10% to General Administration. |
| | | " | 90% to Selling Department. |
| Graham : | \$12000 per annum. | Charge | 10% to General Administration. |
| | | " | 90% to Factory. |

(l) General Selling Department Taxes are to be apportioned half to Selling Department and half to General Administration.

(m) Interest is to be allowed on Capitals at 5 per cent per annum, and is to be charged to an account for "Interest on Capital and Overdrawings." It is to be charged before the net balance of Profit or Loss is to be transferred to the Partners' Current Accounts.

(n) Interest is to be charged on Overdrawings at 6 per cent per annum. For three months, W. Forest had overdrawn his Current Account by \$3000.

After all the adjustments necessitated by the above have been made, the remaining balance on Profit and Loss Appropriation Account is to be shared in the following proportion—

| | | | | | |
|-------------|---|---|---|---|---------------|
| W. Forest | . | . | . | . | $\frac{1}{4}$ |
| J. Hamilton | . | . | . | . | $\frac{1}{4}$ |
| K. Graham | . | . | . | . | $\frac{1}{4}$ |

PART II

During December, the firm of Forest, Hamilton, and Graham anticipate that, during the first six months of the next year, there will be a fall in the prices ruling in the markets in which they usually sell their goods. At the same time, the prices of their raw materials show no tendency to fall.

In order to cope with this situation, they decide to buy a large quantity of new machinery, which will make it possible for them to dispense with a large amount of their labour. They hope that their increase in production and saving in labour will more than cover their extra charges through Interest on Loan, Factory Power, Depreciation, etc. They need all the profits from the accounts of 31st December, for their private purposes ; and, accordingly, decide to raise \$100000 on loan at 8 per cent for the purchase of the new machinery.

At the same time they reduce Travellers' and Salesmen's Salaries

and increase their Commissions. They also decide to try to extend their selling operations to new areas.

As they anticipated, a fall takes place of $2\frac{1}{2}$ per cent in their selling prices, as compared with the selling prices ruling for the six months ended 31st December. The prices of all their raw materials and supplies for the Factory and Shipping Department, etc., remain as before.

The Trial Balance of their Private Ledger at the 30th June, the close of this six months, is as follows—

| | | |
|---|----------|---------|
| Bad Debts Reserve | | \$4288 |
| Cash in hand | \$235 | |
| Cash in Bank | 32174 | |
| Trade Debtors Control | 160127 | |
| Reserve for Discounts | | 3906 |
| Discounts | 3494 | |
| Bad Debts written off | 4614 | |
| Taxes on General Office and Selling Department | 4103 | |
| Inventories : Raw Materials at 1st Jan. | 16057 | |
| " Work-in-Process at 1st Jan. | 18505 | |
| " Finished Goods at 1st Jan. | 6859 | |
| Local Freight and Cartage | 1908 | |
| Horse Delivery Equipment | 3560 | |
| Horses | 5021 | |
| Motor Delivery Equipment | 10507 | |
| Collection Fees and Bank Charges | 946 | |
| Light and Heat : General Office | 1128 | |
| " Selling Department | 812 | |
| Wages : Drivers | 4875 | |
| General Office Salaries | 12108 | |
| Sundry Expenses : General Office | 984 | |
| Stable Wages and other Expenses | 1105 | |
| Storage Expenses for Finished Goods | 1412 | |
| Office Buildings | 10000 | |
| Selling Department Buildings | 10000 | |
| Reserve for Depreciation : Office Buildings | | 4464 |
| " Selling Department Buildings | | 3457 |
| Telephone, Telegrams, Postages, etc.—General Office | 1905 | |
| Stationery | 2096 | |
| Advertising | 3512 | |
| Samples | 2854 | |
| General Office : Insurance | 802 | |
| Selling Department : Insurance | 2973 | |
| Factory Insurance | 5235 | |
| Repairs to Buildings : General Office | 107 | |
| Repairs to Buildings : Selling Department | 425 | |
| General Expenses Selling Department | 2024 | |
| Salesmen's Salaries | 8018 | |
| " Commissions | 7822 | |
| Outward Freight on Goods sold outside Montreal | 7835 | |
| Factory Buildings | 80000 | |
| Carried forward | \$436142 | \$16115 |

| | | |
|---|-----------|-----------|
| Brought forward | \$436142 | \$16115 |
| Reserve for Depreciation of Factory Buildings | | 16240 |
| Expenses of Packing and Shipping | 4571 | |
| Travellers' Expenses | 5006 | |
| Factory Power | 28743 | |
| Travellers' Commissions | 8128 | |
| Donation to Hospital which offers special facilities to workmen in the case of accidents | 500 | |
| Travellers' Salaries | 3034 | |
| General Factory Supplies | 5164 | |
| Factory Tools | 7963 | |
| Factory Plant and Machinery | 220000 | |
| Reserve for Depreciation of Factory Plant and Machinery | | 53454 |
| Sales | | 879372 |
| Returns of Sales | 2824 | |
| Allowances on Sales | 1012 | |
| Factory Taxes | 2281 | |
| Factory: Direct Wages | 132024 | |
| " Indirect Wages | 28075 | |
| Factory Light and Heat | 4359 | |
| Repairs to Factory Buildings | 8234 | |
| General Factory Expenses | 12285 | |
| Land | 80000 | |
| Repairs and Renewals to Factory Machinery | 10834 | |
| Purchases of Raw Materials | 430025 | |
| Inward Freight on Raw Materials | 4524 | |
| Duty on Raw Materials | 13928 | |
| Returns Outwards of Raw Materials | | 7121 |
| Allowances on Purchases of Raw Materials | | 1234 |
| Capital: W. Forest | | 200000 |
| J. Hamilton | | 120000 |
| K. Graham | | 120000 |
| Current Account: W. Forest | 6231 | |
| " J. Hamilton | 4250 | |
| " K. Graham | 4300 | |
| Loan at 8% | | 100000 |
| Interest on Loan paid to date | 4000 | |
| Trade Creditors Control | | 27352 |
| Notes Receivable | 78325 | |
| Payable | | 13338 |
| Office Equipment | 5240 | |
| Equipment of Selling Department | 4280 | |
| Reserve for Depreciation of Office Equipment | | 1187 |
| Reserve for Depreciation of Selling Dept. Equipment | | 869 |
| Totals of Trial Balance | \$1556282 | \$1556282 |

The adjustments required by the following are still to be made in the books—

(a) The following are the valuations of various inventories at the close of the period—

| | | |
|--|---------|---------|
| Raw Materials | | \$15998 |
| Work-in-Process— | | |
| Direct Material | \$11524 | |
| Direct Labour | 2802 | |
| Factory Overhead | 2104 | |
| | <hr/> | 16430 |
| Finished Goods | | 6924 |
| Factory Tools | | 6500 |
| General Factory Supplies | | 2510 |
| Horse Delivery Equipment and Harness | | 2800 |
| Horses | | 4500 |
| Motor Delivery Equipment | | 9060 |
| Stationery | | 206 |

(b) The inventory of Work-in-Process at the commencement of the period was made up of the following elements.

| | |
|----------------------------|---------|
| Direct Material | \$11236 |
| Direct Wages | 4375 |
| Factory Overhead | 2894 |
| | <hr/> |
| | \$18505 |

(c) The following expenses had accrued but had not been paid at the close of the period—

| | |
|---------------------------------|--------|
| Wages: Factory Direct | \$527 |
| " " Indirect | 387 |
| " Van drivers | 158 |
| " Stablemen | 20 |
| | <hr/> |
| | \$1092 |

(d) The following amounts of various charges had not expired at the close of the period—

| | |
|--|--------|
| Factory Insurance | \$401 |
| General Office Insurance | 88 |
| Selling Department Insurance | 271 |
| Factory Taxes | 106 |
| General and Selling Department Taxes | 515 |
| | <hr/> |
| | \$1381 |

(e) Stationery is to be charged out as follows—

| | |
|------------------------------|-----|
| Factory | 5% |
| Selling Department | 10% |
| Advertising | 25% |
| General Office | 60% |

(f) *Local Freight and Cartage* is to be charged with the following—

| | |
|--|--|
| Amount written off Horse Delivery Equipment. | |
| " " Horses | |
| " " Motor Delivery Equipment. | |
| Wages of Drivers. | |
| Stable Wages and other Expenses. | |

Of the balance, \$1550 is to be charged to "Outward Freight on Goods Delivered Outside Montreal," and of the remainder 10 per cent to the Factory and 90 per cent to the Sales Department. No extra charge is made for the delivery of goods within Montreal, but when goods are sold for delivery outside the city limits, the selling price is increased to cover this expense.

(g) The final figure for Reserve for Discounts is to equal $2\frac{1}{2}$ per cent on the Accounts Receivable.

(h) Increase Bad Debts Reserve by a figure equal to $\frac{1}{2}$ per cent on the Gross Sales.

(j) Reserves for Depreciation are to be increased at the following rates per annum, calculated on the cost of the assets concerned—

| | |
|--|-----|
| Factory Buildings | 10% |
| Factory Plant and Machinery | 12% |
| Office Buildings | 8% |
| Office Equipment | 5% |
| Selling Department Buildings | 8% |
| Selling Department Equipment | 5% |

(k) The following salaries are to be credited to the partners' Current Accounts before the balance of profit or loss for division among them is arrived at—

| | |
|-------------------------------|---|
| Forest : \$16000 per annum. | Charge 75% to General Administration. |
| | " 12 $\frac{1}{2}$ % to Selling Department. |
| | " 12 $\frac{1}{2}$ % to Factory. |
| Hamilton : \$12000 per annum. | Charge 10% to General Administration. |
| | " 90% to Selling Department. |
| Graham : \$12000 per annum. | Charge 10% to General Administration. |
| | " 90% to Factory. |

(l) General and Selling Department Taxes are to be apportioned half to Selling Department and half to General Administration.

(m) Interest is to be allowed on Capitals at 5 per cent per annum, and is to be charged to an account for "Interest on Capital and Overdrawings." It is to be charged before the net balance of profit or loss is to be transferred to the partners' Current Accounts.

After all the adjustments necessitated by the above have been made, the remaining balance on Profit and Loss Appropriation Account is to be shared in the following proportions—

| | |
|-----------------------|-------------|
| W. Forest | one-half. |
| J. Hamilton | one-quarter |
| K. Graham | one-quarter |

*Group BB.**Exercises Nos. 110-112.*

Special Features. Departmental Accounts.

Appointment of Expenses to Departments.

Required. General Journal.

Ledger.

Instructions.

Open an account in the Ledger for each item in the Trial Balance, and write in each balance as shown.

Make the necessary transfers and adjustments by Journal entries, so that separate Trading, General Operating, etc. Accounts may be written up for each department.

Separate Work-in-Process Accounts will be required for Problem No. 112.

Prepare the following statements in columnar form, showing transactions and charges for each department separately—

Trading.

General Operating.

Appropriation.

In the case of Problem 112, a similar Manufacturing Statement must be prepared, and also a Net Income Statement.

Show, by means of a percentage, the ratio which each item of Gross Profit bears to its own Sales, and which each item on the debit side of the General Operating Statement bears to its own Gross Profit item.

In the case of 112, show the ratio which each charge in the Manufacturing Statement bears to its own cost of Finished Goods.

Prepare a Balance Sheet for the close of each period under review.

Further Instruction for BB 111.

Assuming that the gross profits in the prior period were 40 per cent more, and were evenly divided over the two departments, and that general conditions as to gross sales, salaries, and expenses have remained the same, what do you consider to be the probable cause of the change?

BB 110.

W. Benson and R. Hood are carrying on business in partnership as dealers in ironmongery and brassware, which are treated in separate departments. Their Trial Balance for the six months ended 31st December was as follows—

| | | |
|--|-----------------|-----------------|
| W. Benson : Capital | | \$30000 |
| " Current | \$1800 | |
| R. Hood : Capital | | 20000 |
| " Current | 600 | |
| Cash in hand and in Bank | 12645 | |
| Accounts Receivable | 4680 | |
| Merchandise Inventories at 1st July— | | |
| Ironmongery Department | 14064 | |
| Brassware Department | 13085 | |
| Purchases : Ironmongery Department | 18092 | |
| " Brassware Department | 29408 | |
| Sales : Ironmongery Department | | 38069 |
| " Brassware Department | | 42106 |
| Salaries : Salesmen, etc.—Ironmongery Dept. | 4060 | |
| " " " Brassware Dept. | 5296 | |
| Fire Insurance on Ironmongery and Brassware | 162 | |
| Fire Insurance : Buildings and Equipment | 216 | |
| Rates, Taxes, etc. | 2645 | |
| Repairs to Buildings | 264 | |
| Heating | 840 | |
| Lighting | 386 | |
| General Expense | 1496 | |
| Interest and Discount | 657 | |
| Reserve for Discounts | | 97 |
| Salaries : General Office Staff | 2300 | |
| Reserve for Bad Debts | | 138 |
| Bad Debts | 78 | |
| Advertising and Catalogues—Ironmongery Dept. | 326 | |
| " " " Brassware Dept. | 298 | |
| Furniture and Equipment | 6065 | |
| Depreciation Reserve : Furniture and Equipment | | 1213 |
| Buildings | 20000 | |
| Depreciation Reserve : Buildings | | 4000 |
| Land | 12000 | |
| Accounts Payable | | 16643 |
| Depreciation : Furniture and Equipment | 303 | |
| " Buildings | 500 | |
| | <u>\$152266</u> | <u>\$152266</u> |

All adjustments and transfers have been made with the exception of those necessitated by the following—

W. Benson manages the Ironmongery Department, and is still to be credited with his salary of \$5000 per annum. R. Hood manages the Brassware Department, and is still to be credited with his salary at \$4000 per annum.

Certain expenses have been apportioned already between the Departments. The partners instruct you to apportion the remainder as you think fit and bring all figures to the nearest dollar—

You are given the following data—

| Average Merchandise— | <i>Ironmongery</i> | <i>Brassware</i> |
|---|--------------------|------------------|
| Inventories in hand during the six months | \$15750 | \$10500 |
| Floor space in square feet | 7000 | 8000 |
| Lamps in use, all of equal power | 25 | 30 |

The merchandise inventories at 31st December were as follows—

| | |
|----------------------------------|---------|
| Ironmongery Department | \$15065 |
| Brassware Department | 13084 |

After the net profit or loss of each department has been arrived at, one-half of each is credited or debited to the Current Account of the partner managing the department. The remaining halves are pooled and divided in the following proportions—

| | |
|------------------|---------------|
| Benson | three-fifths. |
| Hood | two-fifths. |

BB III.

The Trial Balance of B. Johnstone and H. Ronald, carrying on business in partnership as book-sellers and stationers, is as follows for the six months ended 31st December—

| | | |
|--|---------|----------|
| Accounts Payable | | \$1200 |
| B. Johnstone : Capital | | 20000 |
| Current | \$1900 | |
| H. Ronald : Capital | | 20000 |
| Current | 1700 | |
| Cash in hand and in Bank | 15450 | |
| Accounts Receivable | 500 | |
| Merchandise Inventories at 1st July— | | |
| Book Department | 12000 | |
| Stationery Department | 11000 | |
| Purchases : Book Department | 16000 | |
| Stationery Department | 27500 | |
| Sales : Book Department | | 35000 |
| Stationery Department | | 40000 |
| Salaries : Book Department Staff | 4000 | |
| Stationery Department Staff | 4500 | |
| Fire Insurance : Books, Stationery | 60 | |
| Buildings, Equipment, etc. | 90 | |
| Rates, Taxes, etc. | 1500 | |
| Repairs to Buildings | 45 | |
| Heating | 600 | |
| Lighting | 270 | |
| General Expenses | 1125 | |
| Interest and Discount | 150 | |
| Advertising and Catalogues : Book Department | 290 | |
| Stationery Dept. | 260 | |
| Carried forward | \$98940 | \$116200 |

| | | |
|--|-----------------|-----------------|
| Brought forward | \$98940 | \$116200 |
| Furniture and Equipment | 2000 | |
| Depreciation Reserve : Furniture and Equipment | | 240 |
| Buildings (original value) | 10000 | |
| Depreciation Reserve : Buildings | | 1000 |
| Land | 6500 | |
| | <u>\$117440</u> | <u>\$117440</u> |

Depreciation Reserve for Buildings is to be written up by 6 per cent per annum on the original value of the Buildings, and Depreciation Reserve for Furniture and Equipment by 12 per cent per annum on the original value of the Furniture and Equipment.

You are given the following particulars with regard to the two Departments—

| | <i>Book-selling</i> | <i>Stationery</i> |
|---|---------------------|-------------------|
| Merchandise Inventory at 31st Dec. | \$13000 | \$11000 |
| Average merchandise Inventories in hand during the six months | 20000 | 10000 |
| Floor space in square feet | 7000 | 6000 |
| Lamps in use, all of equal power | 20 | 25 |

Certain expenses have been apportioned already between the departments. The partners instruct you to apportion the remainder as you think fit.

The partners agree to no interest on capital, drawings, etc., having agreed that neither would draw more than his salary until net profits were settled half-yearly. Capitals are to remain fixed.

B. Johnstone manages the Book-selling Department, receiving a salary of \$4000 per annum, and H. Ronald manages the Stationery Department, receiving a salary of \$3500 per annum.

The Current Account of each is credited with half the net profit of his department after all the above charges and adjustments have been made. The balances of profit from each department are then pooled and shared equally between them. Losses on departments are treated similarly.

BB 112.

The Trial Balance of the "Everwear Plate and Cutlery Corporation" at 31st December, 1923, is as follows—

| | | |
|--|-----------------|-----------------|
| Share Capital 2200 shares of \$100 | | \$220000 |
| Land | \$44200 | |
| Buildings | 62664 | |
| Building Depreciation Reserve | | 3660 |
| Carried forward | <u>\$106864</u> | <u>\$223660</u> |

| | | |
|--|-----------------|-----------------|
| Brought forward | \$106864 | \$223660 |
| Plant and Machinery Plate Dept. | 42400 | |
| " " Cutlery Dept. | 63600 | |
| Plant and Machinery Depreciation Reserve | | 3100 |
| Merchandise Inventories: 1st July— | | |
| Plate Dept. | 1024 | |
| Cutlery Dept. | 2040 | |
| Accounts Receivable | 32000 | |
| Reserve for Bad Debts | | 440 |
| Purchases, raw Materials, Plate Dept. | 17292 | |
| " " Cutlery Dept. | 20026 | |
| Sales, Plate Dept. | | 56010 |
| " " Cutlery Dept. | | 65770 |
| Returns Outwards of Raw Materials—Plate Dept. | | 321 |
| " " Cutlery Dept. | | 109 |
| Direct Wages: Plate Dept. | 13209 | |
| " " Cutlery Dept. | 18329 | |
| Taxes: Factory | 810 | |
| Profit and Loss (Bad Debts charge) | 440 | |
| General Office expenses (including Building charges, etc.) | 2035 | |
| Overhead Manufacturing charges (including depreciation of Plant and Machinery, Indirect Wages, Charges for Rent, etc.) | | |
| Plate Dept. | 7094 | |
| Cutlery Dept. | 8028 | |
| Depreciation on Buildings (Factory) | 1160 | |
| Discount | 595 | |
| Bank charges and Commission | 120 | |
| Light (Selling Depts.) | 486 | |
| Advertising and Catalogues—Plate Dept. | 50 | |
| " " Cutlery Dept. | 290 | |
| Fire Insurance of Plant and Machinery | 355 | |
| Travelling Expenses—Plate Dept. | 173 | |
| " " Cutlery Dept. | 120 | |
| Fire Insurance of Merchandise (charge one quarter to Factory and the remainder to Selling Dept.) | 40 | |
| Sundry Creditors | | 3216 |
| Fire Insurance on Buildings (Factory) | 325 | |
| 5% Bonds, secured by general charge | | 5000 |
| Salaries | 14736 | |
| Charge following to Selling— | | |
| Plate | \$4040 | |
| Cutlery | 4500 | |
| and the remainder to General Administration. | | |
| Bank | 2471 | |
| Cash in Office | 10 | |
| Heating (Selling Depts.) | 540 | |
| Bond Interest | 125 | |
| Repairs and Renewals—Plate Dept. (Selling) | 510 | |
| " " Cutlery Dept. (Selling) | 329 | |
| | <u>\$357626</u> | <u>\$357626</u> |

The floor spaces of the two manufacturing departments are as follows—

| | |
|----------------------------|---------|
| Plate Department | \$30000 |
| Cutlery " | 20000 |

The floor spaces of the two selling departments are as follows—

| | | |
|------------------|-----------|---------------|
| Plate Department | | 20000 sq. ft. |
| Cutlery .. | | 25000 " " |

The above figures include office area, which has been allotted arbitrarily to the two departments.

The Lighting for the selling departments varies between the two departments as follows—

| | | |
|---------|-----------|-----------|
| Plate | | 46 Lamps. |
| Cutlery | | 63 " " |

The Heating varies with the floor space. General Office Expenses include Lighting, Heating, etc., already charged to the office ; and they should be apportioned in the same ratio as the departments' net sales. Discounts, Bank Charges and Bad Debts should be apportioned in the same ratio.

The average values of inventories during the period were—

| | Material in Factory | Finished Goods |
|-------------|------------------------|-------------------|
| Plate Dept. | \$1000 | \$2000 |
| Cutlery .. | 1000 | 3000 |

Merchandise inventories at the beginning and close of period were made up as follows—

| | Plate | Cutlery |
|-----------------------------|---------------|---------------|
| <i>1st July, 1923.</i> | | |
| Raw Material | \$214 | \$125 |
| Work-in-Process | 235 | 243 |
| Finished Goods | 575 | 1672 |
| | <u>\$1024</u> | <u>\$2040</u> |
| <i>31st December, 1923.</i> | | |
| Raw Material | \$325 | \$423 |
| Work-in-Process | 463 | 621 |
| Finished Goods | 2212 | 4956 |
| | <u>\$3000</u> | <u>\$6000</u> |

(a) Prepare Departmental Manufacturing, Trading and Profit and Loss Statements.

(b) Show by means of a percentage the ratio which each item on the debit side of the Profit and Loss Account bears to its own Gross Profit.

(c) Give your opinion as to which is the better paying department and state why you hold this opinion.

*Group CC.**Exercises Nos. 113-114.*

Special Feature. Reconciliation of a firm's Ledger Account for the bank with the Bank Pass Book.

Required. General Journal.
Working Paper.

Instructions.

- (1) Show by means of Journal entries the further entries which are necessary in the Ledger of the firm concerned, so that the correct balance may be shown for the close of the period.
- (2) Give the Bank Balance which will appear in the Ledger Account after you have made these entries.
- (3) Prepare a Statement reconciling the balance as shown by the Pass Book with the balance as shown by the Ledger Account concerned.

CC 113.

At the 30th June, the Bank Pass Book for the Current Account of John Robertson & Co., with the Bank of Keewatin, is headed, and contains debits and credits as follows—

Bank of Keewatin,

in account with

John Robertson & Co.

| | Dr. | Cr. | Balance |
|-----------------|----------|----------|---------|
| June 30. Totals | \$146743 | \$115372 | \$31371 |

You are also given the following details—

(a) John Robertson & Co. have drawn cheques on the account, which have not yet been presented for payment, as follows—

| | | | | | | |
|-----------------|---|---|---|---|---|--------|
| J. Potter & Co. | . | . | . | . | . | \$1256 |
| W. Simpson | . | . | . | . | . | 824 |
| H. Dawson | . | . | . | . | . | 1564 |

All of these cheques appear in the Cash Book of the firm for June. None of them has been accepted by the bank.

(b) On 27th June, John Robertson & Co. had drawn a cheque on the bank for \$915, made payable to D. Adams & Co., and had had it accepted by the bank. On 30th June, after banking hours, they received this cheque back from D. Adams & Co., with a notification that the account, which it had been intended to cover, had been paid already by an agent of J. Robertson & Co. This returned cheque was credited on 30th June to D. Adams & Co. through the Cash Book, bank being debited.

(c) On 1st July, John Robertson & Co. received notification from the bank that a cheque signed T. Elwood, for \$125, has been returned marked "Not Sufficient Funds." The bank have entered this item in the Pass Book on 30th June. No entry has been made in the books of John Robertson & Co.

(d) Bank charges amounting to \$85 appear in the Pass Book under the date 30th June, but have not yet been recorded in the books of John Robertson & Co.

CC 114.

The Bank Pass Book for the No. 1 Account of the Nelson Manufacturing Co. is headed and contains total debits and credits as follows—

*Nelson Manufacturing Co., No. 1 Account, in account with the
Bank of Manitoba.*

| | Dr. | Cr. | Balance |
|-----------------|---------|---------|---------|
| Mar. 31. Totals | \$82436 | \$84234 | \$1798 |

You are also given the following details—

(a) The Nelson Manufacturing Co.'s Cash Book shows \$56 cash and cheques, as paid into the bank on 31st March. Actually they were items received after banking hours, and were not banked until early on 1st April.

(b) The Bank Pass Book contains an item for interest and charges against the Nelson Manufacturing Co. \$18, which has not yet been brought into the Nelson books.

(c) The Nelson Manufacturing Co. has drawn cheques (unaccepted by the bank) which have not yet been presented for payment, as follows—

| | | | | | |
|--------------------|---|---|---|---|-------|
| T. Wilkinson & Co. | . | . | . | . | \$124 |
| N. Hamilton | . | . | . | . | 85 |
| N. Macfarlane | . | . | . | . | 2 |

Macfarlane's cheque has been outstanding for over a year, and the Nelson Co. have good reason to believe that he does not wish to claim his \$2. They decide to credit it to Bad Debts.

(d) The Bank of Manitoba have paid out of this account a cheque for W. Cameron \$247, which should have been paid out of the Nelson Manufacturing Co. No. 2 Account with them. The bank transferred this item on 2nd April.

(e) On 2nd April, the bank show charges against the Nelson Manufacturing Co. of \$25. This item has been brought by the Company into its accounting ending 31st March, as it belongs to that period.

The last date on which the Nelson books were closed off, and the Bank Pass Book reconciled, was 30th September, 1926.

*Group DD.**Exercises Nos. 115-120.**Special Features.* Single-entry Bookkeeping.

Changing from Single- to Double-entry.

Required. Working Paper.

General Journal.

Cash Book, No. 120.

Ledger, No. 120.

Instructions.

Prepare statements for each exercise estimating the net profit made by each business for the period under review.

Use your own judgment in acceding to the requests of the traders concerned.

In each case state whether profits have been under or over-drawn, and if so, by how much. Show the sums due to each individual, and, in the case of the partnerships, how these sums are made up.

Special Instructions.

Nos. 115, 116, 117, and 118 Those who own these businesses wish to keep their books on Double-entry in future. Show the entries that each must make at the commencement of the new period in order to do so.

No. 119. H. Budge asks you what work would be entailed for you to convert his books from Single- to Double-entry for the six months to 31st December.

Outline the steps that you would take to do this, giving rulings of any forms, which you would think it necessary to fill up, and explaining how each column would be used. Give a ruling for the Cash Book you would recommend Budge to keep.

No. 120. Complete the firm's set of books on a Double-entry basis for the six months under review.

State what further particulars you would consider it desirable to have before preparing the Trading and Profit and Loss Accounts.

Prepare Trading and Profit and Loss Statements, and Balance Sheet.

DD 115.

H. Ward is in business with a small general store, and keeps his books by Single-entry. He asks you to find out for him his net profit or loss for the six months ended 31st December.

He gives you the following figures regarding his business—

| | At 1st July | At 31st Dec. |
|--|-------------|--------------|
| Cash in store | \$46 | \$27 |
| Accounts Receivable or Trade Debtors | 1563 | 1028 |
| Inventory of Merchandise | 865 | 786 |
| Cash in Bank | 347 | 548 |
| Furniture and Equipment | 200 | 220 |
| Accounts Payable or Trade Creditors | 1102 | 905 |
| Automobile | 350 | 350 |

He also gives you the following information—

He has taken out of his cash receipts 26 weekly amounts of \$25 each, to cover his private and household expenses, and his wife has taken out for housekeeping purposes, during the six months, stores valued at \$78.

He insists that the furniture and equipment are as good as ever they were, but agrees to \$30 being written off for depreciation. He also agrees to the automobile being revalued at \$300.

DD 116.

Messrs. H. Gainford and T. Plender commenced business on 1st July, investing assets as follows—

| | | | |
|-------------|-----------------------|--------|--------|
| H. Gainford | Cash | | \$4000 |
| T. Plender | Cash | \$1000 | |
| | Merchandise | 1000 | |
| | | <hr/> | 2000 |

They agreed to share profits and losses, Gainford $\frac{2}{3}$ and Plender $\frac{1}{3}$.

On 31st December they ask you to find out their net profit or loss for the period. They have kept their books on Single-entry.

Their books record that they possess the following joint assets and liabilities as at 31st December—

Trade Debtors or Accounts Receivable \$2886

NOTE. Of these, two debts, amounting to \$125, are bad.

Trade Creditors or Accounts Payable \$1432
Bills and Notes Receivable 1215

NOTE. A Promissory Note Receivable, included in the above, for \$48, is regarded as quite bad.

| | |
|------------------------------------|-------|
| Bills and Notes Payable | \$907 |
| Inventory of Merchandise | 3218 |
| Equipment, Furniture, and Fixtures | 840 |

NOTE. These appear at cost figure as at 1st July. The partners agree to have them depreciated at the rate of 5 per cent per annum.

| | |
|--|------|
| Insurance Premium unexpired | \$45 |
| Bank | 876 |
| Cash in Store | 82 |
| Inventory of various Stores and Supplies at cost | 49 |
| Their inventory is valued at cost: its current purchase market price wholesale would be | 3427 |

They have drawn during the six months on account of their profits the following amounts—

| | |
|-------------|--------|
| H. Gainford | \$1200 |
| T. Plender | 700 |

DD 117.

T. Winkworth is in business as a retail coal and fuel merchant, and keeps his books on Single-entry. He asks you to find out for him his net profit or loss for the six months ended 30th June.

He gives you the following figures regarding his business—

| | At 31st Dec. (End of previous period) | At 30th June |
|---|--|--------------|
| Cash in office | \$35 | \$22 |
| Cash in Bank as per pass book | 1236 | 1143 |
| Trade Creditors or Accounts Payable | 1258 | 1069 |
| Bills of Exchange and Promissory Notes Payable | 465 | 517 |
| Trade Debtors or Accounts Receivable | 1876 | 1934 |
| Bills of Exchange and Promissory Notes Receivable | 525 | 564 |
| Automobile | 800 | 800 |
| Equipment | 300 | 300 |
| Stores for Automobile | 25 | 18 |
| Coal | 565 | 684 |

After inquiry, you elicit the following additional facts from him—

He has withdrawn cash for his private and household expenses during the six months \$2300. He supplied coal to his home, which cost him \$45. His selling price of that coal would have been \$92, and he asks you to take it at that figure into your calculations.

He bought some shares for \$100 and paid for them out of the cash receipts.

The automobile stands in his records at its original purchase price. Since purchase it has depreciated a full 50 per cent, and was probably worth not more than \$450 at the start of the period.

The equipment also stands at its original purchase price. It is in fair condition and was probably worth \$250 at the commencement of the period and \$230 at the close.

His cash in office at 31st December included an I O U from J. Grimston for \$15. J. Grimston also appeared in the Trade Debtors Ledger for the same item.

He had omitted two of his promissory notes from the total \$465 for 31st December, but had paid them, when they fell due the following January, out of cash receipts. They totalled \$150.

Cheques drawn by him on his Bank Account, but unaccepted by the Bank, had been debited to various Trade Creditors before the 31st December, as follows—

| | | | | | | | |
|------------|---|---|---|---|---|---|-------|
| B. Leggett | . | . | . | . | . | . | \$235 |
| S. Hill | . | . | . | . | . | . | 624 |

These cheques had not been presented for payment at 31st December.

Cheques, similarly unaccepted by the bank and debited to Trade Creditors, before 30th June, as follows—

| | | | | | | | |
|----------|---|---|---|---|---|---|-------|
| S. Hill | . | . | . | . | . | . | \$526 |
| W. Jones | . | . | . | . | . | . | 250 |

had not been presented for payment at 30th June.

Of the Trade Debtors outstanding at 30th June, two, amounting to \$46, are believed to be bad.

His inventory of coal at the start of the period was valued at cost at \$565. He wishes you to bring his inventory of coal at the close into your calculations at its cost figure, which is \$684. You find that the purchase market-price of his coal has dropped, and that he could purchase the same coal wholesale for \$612.

DD 118.

Messrs. T. Webb and H. Jenkins are in partnership, keeping a general store. They keep their books by Single-entry.

They ask you to find out their net profit or loss for the six months ended 31st December, and to show the amounts due to each of them

at that date. They produce to you the following statement of affairs for 1st July, which they have both signed and agreed as correct—

| STATEMENT OF AFFAIRS | | | |
|--|--------|--|---------------|
| T. WEBB and H. JENKINS, at 30th June | | | |
| <i>Assets</i> | | | |
| Cash in Store | | | \$25 |
| Cash in Bank | | | 465 |
| Merchandise in Store | | | 5834 |
| Equipment | | | 205 |
| Automobile | | | 550 |
| Trade Debtors or Accounts Receivable | \$1464 | | |
| less provision for Bad Debts | 50 | | |
| | | | <u>1414</u> |
| Bills and Notes Receivable | | | 315 |
| | | | <u>\$8808</u> |
| <i>Liabilities</i> | | | |
| Trade Creditors or Accounts Payable | \$1264 | | |
| Bills and Notes Payable | 200 | | |
| | | | <u>1464</u> |
| Net worth of Partnership | | | <u>\$7344</u> |
| <i>Net Worth made up as follows—</i> | | | |
| T. Webb Capital | \$4000 | | |
| H. Jenkins " | 3000 | | |
| T. Webb, balance of profits, etc., due him | \$214 | | |
| H. Jenkins " " " " " " " " | 130 | | |

They drew these amounts out of the bank early in July. They inform you that under agreement, each partner is allowed 8 per cent per annum as interest on his capital, and that, after making this charge, they share the balance which results, profit or loss, equally.

T. Webb owns the building which they use, and charges an annual rent of \$800. He has been paid no rent for the six months to 31st December.

Under agreement they should each withdraw not more than \$150 per month for private purposes. Any partner who overdraws his account is charged interest at 10 per cent per annum until it is made up. H. Jenkins had overdrawn \$80 for a period of three months. Their withdrawals for the six months to 31st December total as follows—

| | |
|----------------------|-------|
| T. Webb | \$580 |
| H. Jenkins | 900 |

They only made Bad Debts amounting to \$23 during the period, but think it well to have a provision of \$50 at 31st December, in order to cover such losses.

You ascertain that their assets and liabilities are recorded at 31st December, as follows—

| | |
|--|------|
| Cash in Store | \$49 |
| Cash in Bank | 492 |
| Merchandise in Store | 6286 |
| Equipment | 205 |
| Automobile | 550 |
| Trade Debtors or Accounts Receivable | 1638 |
| Bills and Notes Receivable | 340 |
| Trade Creditors or Accounts Payable | 1035 |
| Bills and Notes Payable | 400 |

They agree with you that the equipment ought to be written down by \$20 and the automobile by \$50.

They have issued cheques, not accepted by the bank, which were not presented for payment at 31st December, amounting to \$153. All of these cheques have been debited to Accounts Payable.

From the Bank Pass Book you find that the bank has entered on 2nd January of the new period a charge against them of \$8 for collections, etc., made during the period just closed.

On examining their Invoice File, you find that one for some goods purchased, totalling \$76, was credited to the firm concerned before 31st December, whilst the goods were not received until 3rd January, and were not taken into stock on 31st December.

DD 119.

Henry Budge is in business as a retail grocer, and keeps his books on Single-entry. He asks you to find out for him his net profit for the six months ended 31st December.

He gives you the following figures regarding his business—

| | At 30th June (End of previous period) | At 31st Dec. |
|--|--|--------------|
| Cash in Store | 49 | 83 |
| Cash in Bank | 415 | 815 |
| Trade Debtors or Accounts Receivable | 1825 | 1235 |
| Bills and Notes Receivable | 648 | 753 |
| Trade Creditors or Accounts Payable | 1054 | 1135 |
| Bills and Notes Payable | 450 | 485 |
| Equipment | 150 | 180 |
| Automobile | 300 | 225 |
| Inventory of Merchandise | 915 | 875 |
| Investments | — | 125 |

He also gives you the following information—

He has withdrawn cash during the period for his private and household expenses \$1200. His wife has taken out groceries for housekeeping purposes during the six months valued at \$124. He does not intend that she should pay for these groceries, and she is not going to do so, but he has included her in his Trade Debtors at 31st December for that amount. She does not appear in the list of 30th June.

Both the Equipment and Automobile appear at fair valuations, but the Equipment includes some items valued at \$55, which were omitted from the list made for 30th June.

Of the debts due from customers at 31st December, he estimates that \$206 are bad. Of the debts due at 30th June, \$150 were found to be bad in July.

A Bill Receivable amounting to \$86 had been forgotten when preparing the list for 30th June, but had been duly collected in the period just closed.

On 30th September he had been paid a legacy of \$425, which he had put into his grocery business.

The inventory of merchandise prepared for 30th June included one item, valued at \$37, twice over.

The item Investments \$125, appearing in his list for 31st December, is for some mining stock which he had purchased. He paid \$50 for it out of his Store Bank Account. He reckons that it is now worth \$125.

During the period he has become an agent for another concern, whose goods he is selling on commission. Included in his inventory of merchandise for 31st December is a lot of unsold goods, which he holds on behalf of this concern, valued by them at \$120.

He remembers that included in his Trade Debtors is one for \$39 for goods he has sold as agent for this concern. He has no entry in his Trade Creditors showing any liability at all to this concern.

Included in his cash for 31st December is an IOU for \$10, which he knows to be valueless.

After examining his purchase invoices, you find two which total \$78 for merchandise received prior to 31st December, and taken into stock. These invoices have not been credited to the Trade Creditors concerned. An invoice amounting to \$36 had been forgotten similarly at 30th June.

Included in his Trade Creditors at 30th June was a loan of \$100 made to him for private purposes. He had paid off that loan, together with interest \$3, out of the cash in the business on 1st October.

DD 120.

On 1st July, H. Good and P. Calwell entered into partnership to keep a hardware store. They contributed assets to the partnership as follows—

| | | | | | | | |
|--------------|--------------|---|---|---|---|---|---------------|
| H. Good : | Cash in Bank | . | . | . | . | . | \$6000 |
| | Merchandise | . | . | . | . | . | 2000 |
| | | | | | | | <u>\$8000</u> |
| P. Calwell : | Cash in Bank | . | . | . | . | . | \$3000 |
| | Merchandise | . | . | . | . | . | 600 |
| | Equipment | . | . | . | . | . | 500 |
| | Automobile | . | . | . | . | . | 850 |
| | Stores | . | . | . | . | . | 50 |
| | | | | | | | <u>\$5000</u> |

Under their agreement each partner is allowed 8 per cent per annum interest on his capital, and salaries as follows—

| | | | | | | |
|------------|---|---|---|---|---|------------------|
| H. Good | . | . | . | . | . | \$200 per month. |
| P. Calwell | . | . | . | . | . | 150 „ „ |

Partners' withdrawals of cash are limited as follows—

| | | | | | | |
|------------|---|---|---|---|---|------------------|
| H. Good | . | . | . | . | . | \$220 per month. |
| P. Calwell | . | . | . | . | . | 160 „ „ |

After salaries and interest on capital have been charged, the balance of profit or loss is to be shared between them as follows—

| | | | | | | |
|------------|---|---|---|---|---|-----|
| H. Good | . | . | . | . | . | 1/3 |
| P. Calwell | . | . | . | . | . | 1/3 |

They only kept the following books—

Cash Book.

Accounts Receivable or Trade Debtors Ledger.

Accounts Payable or Trade Creditors Ledger, for the period ending 31st December.

After 31st December, they decide to have their books completed on a Double-entry system for the period just closed.

They ask you to complete the books for the period, dealing with items such as Sales, Purchases, etc., in total.

Their inventory of merchandise at 31st December was valued at \$8658, and of stores at \$56.

They decide to write off depreciation as follows—

| | | | | | |
|------------|---|---|---|---|----------------|
| Equipment | . | . | . | . | 10% per annum. |
| Automobile | . | . | . | . | 20% „ „ |

They decide to make a provision for Bad Debts equal to 1 per cent on the Trade Debtors.

Their Cash Book has two columns on the Receipts side, headed "Discount" and "Cash Received into Store," and two on the Payments side, headed "Discount" and "Cash Paid out of Store."

They have summarized their receipts and payments of cash as follows—

| | | | | | | | | | | |
|--|---|---|---|---|---|---|---|---|---|---------|
| Cash Sales | . | . | . | . | . | . | . | . | . | \$27023 |
| Cash Collections from Trade Debtors | . | . | . | . | . | . | . | . | . | 21042 |
| Bills and Notes collected by themselves | . | . | . | . | . | . | . | . | . | 250 |
| Cash Discounts allowed to Trade Debtors | . | . | . | . | . | . | . | . | . | 237 |
| Cash Withdrawals from Bank | . | . | . | . | . | . | . | . | . | 254 |
| Merchandise purchased for cash | . | . | . | . | . | . | . | . | . | 6538 |
| Equipment purchased by cash | . | . | . | . | . | . | . | . | . | 234 |
| Cash Payments into Bank | . | . | . | . | . | . | . | . | . | 37015 |
| " " to Trade Creditors | . | . | . | . | . | . | . | . | . | 1546 |
| Cash Withdrawals by H. Good | . | . | . | . | . | . | . | . | . | 1120 |
| " " P. Calwell | . | . | . | . | . | . | . | . | . | 860 |
| Expenses paid by cash | . | . | . | . | . | . | . | . | . | 822 |
| Loan made out of cash to W. Lowson on IOU (unpaid 31st Dec.) | . | . | . | . | . | . | . | . | . | 50 |
| Cash discounts obtained from Trade Creditors | . | . | . | . | . | . | . | . | . | 289 |
| Stores Purchased for cash | . | . | . | . | . | . | . | . | . | 30 |

From their Bank Pass Book you find the following—

(1) Their Cash Withdrawals from Bank have been understated by \$10 owing to a clerical error.

(2) The bank has collected several Bills and Notes Receivable for them amounting to \$1564. The collection and other charges amounted to \$13, and are charged in the Pass Book.

(3) Partners have withdrawn by cheque for private purposes as follows—

| | | | | | | |
|------------|---|---|---|---|---|-------|
| H. Good | . | . | . | . | . | \$150 |
| P. Calwell | . | . | . | . | . | 100 |

(4) They have paid various Trade Creditors by cheque \$41056.

(5) They have paid various Expenses by cheque \$358.

(6) They have met various Bills and Notes Payable, totalling \$1508.

After going through their Trade Debtors Ledger you ascertain the following figures—

| | |
|--|---------|
| Gross Credit Sales | \$29843 |
| Cash Received | 21042 |
| Discounts Allowed to Customers | 237 |
| Returns and Allowances for Damaged Goods, etc. | 855 |
| Written off as Bad | 189 |
| Other Credits— | |
| Bills and Notes Receivable | 1814 |

From the Trade Creditors Ledger you obtain the following figures—

| | |
|--|---------|
| Gross Purchases | \$46224 |
| Debits for Cash and Cheques | 42602 |
| Bills and Notes Payable | 1508 |
| Discounts, including discounts obtained by cash payments | 327 |
| Returns and Allowances for damaged goods | 523 |

There are no outstanding Bills or Notes Receivable or Payable at 31st December.

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